

Job Description: Controller

Location: Remote

Job Type: Full Time

About Us:

At Creatorade, we're not just an influencer media company—we're a hub of creativity, collaboration, and innovation. Our mission is to enable creators to help local communities and businesses grow through meaningful connections. To achieve this, we create a workplace where every team member is valued and empowered to do their best work. We're seeking a detail-oriented and strategic Controller who is ready to bring their financial expertise to our dynamic team. If you're passionate about numbers and building, and want to play a key role in shaping our financial future, we want you on board!

Job Summary:

As our Controller, you'll be the financial steward of Creatorade, ensuring our financial operations run smoothly and efficiently. You'll oversee everything from budgeting and financial reporting to compliance, fundraising, and core accounting duties. An understanding of Canadian accounting standards and tax regulations is essential. As the first finance hire, you'll have the unique opportunity to build and shape the finance function, with the role likely evolving as the company grows rapidly.

Key Responsibilities:

1. Core Accounting Duties:

- Manage all aspects of the general ledger, including journal entries, reconciliations, and month/quarter/year-end close processes.
- Oversee accounts payable and receivable, ensuring timely and accurate processing of transactions.
- Handle payroll processing, ensuring compliance with Canadian regulations and accuracy in employee compensation.
- Maintain and improve accounting systems and procedures to enhance accuracy and efficiency.

2. Financial Management & Reporting:

- Oversee all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation.

- Monitor and manage cash flow, ensuring sufficient liquidity for operational needs.
- Prepare and present timely, accurate financial statements and reports to management and stakeholders.
- Prepare board reports and provide financial insights to support strategic decision-making.
- Ensure compliance with Canadian accounting standards and tax laws, including GST/HST and corporate tax filings.

3. Budgeting & Forecasting:

- Lead the annual budgeting process and provide regular forecasts to ensure alignment with company goals.
- Analyze financial data to identify trends, variances, and opportunities for cost-saving and efficiency improvements.
- Collaborate with department heads to develop financial plans that support their operational needs and objectives.

4. Internal Controls & Compliance:

- Establish and maintain internal controls to safeguard company assets and ensure accurate financial reporting.
- Ensure compliance with local, provincial, and federal government reporting requirements and tax filings.
- Manage audits and coordinate with external auditors to ensure accurate and timely year-end audits.

5. Fundraising:

- Partner with the executive team to develop and execute fundraising strategies that align with the company's growth objectives.
- Prepare and present financial information to potential investors, highlighting the company's strengths and growth potential.
- Oversee the financial aspects of fundraising efforts, including investor relations, due diligence, and financial projections.

6. Strategic Financial Planning:

- Provide strategic financial guidance to the leadership team to support decision-making and long-term planning.
- Assess financial risks and opportunities, and develop strategies to mitigate risks and capitalize on growth opportunities.
- Support merger and acquisition activities by conducting financial due diligence and integrating acquired entities.

7. Team Leadership & Development:

- Lead, mentor, and develop a best-in-class finance team, fostering a collaborative and growth-oriented work environment.
- Promote professional development and continuous learning within the team to ensure high performance.

Qualifications:

- A Bachelor's degree in Accounting, Finance, or a related field (Canadian CPA preferred).
- Proven experience as a Controller or in a similar financial leadership role.
- Strong knowledge of Canadian accounting principles, financial reporting, and tax regulations.
- Experience with budgeting, forecasting, financial analysis, fundraising, and core accounting functions.
- Proficiency in accounting software and Microsoft Excel.
- Exceptional attention to detail, analytical thinking, and problem-solving skills.
- Excellent communication and interpersonal skills, with the ability to explain complex financial information to non-financial stakeholders.
- Ability to work independently and manage multiple priorities in a fast-paced environment.
- Flexibility and adaptability to evolve with the role as the company grows.

Why Join Us?

At Creatorade Media, we believe work should be meaningful, engaging, and fun. Join our team, and you'll be part of a company that values creativity, collaboration, and a strong sense of community. We offer competitive benefits, opportunities for growth, and a work environment that's both challenging and rewarding.

Ready to take the next step in your career? Apply today and let's create something amazing together!