

## EXTERNAL JOB POSTING

# Job Title: CONTROLLER

Job Type: Full-time

Pay: \$80,000 - \$90,000 per year

Work Location: Hybrid remote in Toronto, ON M5T 3A8

Travel Required: Minimal to None

**Application deadline: March 6, 2026**

### Company Overview

At the heart of the magnetic and dynamic Canadian music industry is FACTOR — **The Foundation for Assisting Canadian Talent on Recordings**, the non-profit widely recognized across the country as the gateway into the music industry. In the coming year, FACTOR's mandate continues to grow and become even more strategic. Not only will FACTOR's team be responsible for distributing millions of dollars to support artists and industry programs, but we will also be tackling some of the most important topics facing our industry today, including AI, new avenues of revenue for artists and the ever-important live music culture.

FACTOR is a partner to those creating or amplifying Canadian music for audiences across our country and around the world. Our staff is made up of music fans who want to proudly play a role championing and accelerating the success of Canada's vital voices.

If you want to explore a fascinating industry, play a key part in the success of the FACTOR team, and have a passion for finance and controls, this is the role for you.

### Position Summary

The Controller is responsible for overseeing all accounting operations and ensuring the accuracy, integrity, and timeliness of the organization's financial reporting. This role manages day-to-day accounting functions, implements strong internal controls, supports financial planning activities, and provides insights that help guide business decisions. The Controller is a part of a small and dynamic team that works closely with senior leadership to maintain financial health and compliance.

### Key Responsibilities

#### *Accounting Operations*

- Oversee daily accounting activities, including general ledger management, accounts payable/receivable, payroll, and fixed assets.

- Ensure timely and accurate monthly, quarterly, and annual close processes.
- Prepare and review financial statements, management reports, and supporting schedules.
- Maintain a strong system of internal controls to safeguard company assets.

### ***Financial Reporting & Compliance***

- Ensure compliance with GAAP, internal policies, and regulatory requirements.
- Coordinate annual audits with external auditors and manage audit preparation.
- Oversee tax filings, regulatory submissions, and required financial documentation.
- Develop and maintain accounting policies and procedures.

### ***Financial Planning & Analysis***

- Support budgeting, forecasting, and variance analysis.
- Provide financial insights and recommendations to leadership for strategic decision-making.
- Monitor financial performance and identify risks and opportunities.

### ***Systems & Process Improvement***

- Manage financial systems, accounting software, and ERP tools.
- Identify opportunities to streamline processes, automate tasks, and improve efficiency.
- Lead implementation of new financial systems or upgrades.

## **Qualifications**

- Bachelor's degree in Accounting, Finance, or related field; CPA preferred.
- 5–10+ years of progressive accounting experience, including payroll, receivables, payables, tax remittances, etc.
- Financial experience with a non-profit would be preferred.
- Strong knowledge of GAAP, internal controls, and financial reporting.
- Experience with CRMs, ERPs and accounting systems including SAGE and various financial analysis tools.
- Excellent analytical, organizational, and problem-solving skills.
- Strong communication skills and ability to work cross-functionally.

## **Core Competencies**

- Technical accounting expertise
- Accuracy and attention to detail
- Process improvement mindset
- Strong analytical and problem-solving abilities
- Integrity and discretion

**Benefits:**

We believe great work happens when people feel supported and valued. That's why we offer a flexible schedule with work-from-home options, paid time off to recharge, and a casual, comfortable work environment. We invest in your future through RRSP matching and tuition reimbursement, and we make time to connect through company events that celebrate our team and our successes.

**Hiring Process:**

As a small, collaborative team, finding the right fit matters to us — for both you and us. Our hiring process includes three conversations: an initial discussion with our HR Lead/Consultant to review your experience and interest in the role, a meeting with select executive team members to explore cultural fit and collaboration, and a final conversation with the President & CEO to discuss qualifications, potential simulations, and alignment with our mission and values.

This posting is for an existing vacancy, and the role is posted on external job boards and our FACTOR careers site. Our goal is to fill this role as soon as possible. We're committed to keeping candidates informed throughout the process and appreciate the time and effort you put into your application.

We are an equal opportunity employer that promotes a diverse, inclusive and accessible workplace. By embracing diversity, we build a more effective organization that empowers our employees to be the best that they can be. We are committed to creating a working environment that is barrier-free and we are prepared to provide accommodation for people with disabilities.

FACTOR is committed to providing accommodations throughout the interview and employment process. If you require an accommodation, we will work with you to meet your needs.

Please send your resume to [careers@factor.ca](mailto:careers@factor.ca) for consideration. Thank you!