

POSITION TITLE:	Controller & Manager, Finance Operations
POSITION TYPE:	Full time; remote
COMPENSATION:	\$80,000-\$120,000 per year based on full-time work, plus profit sharing

Company background

Integral Ecology Group (IEG) is a small employee-owned company committed to improving the ecological, cultural, and social well-being of people and the planet. We are a group of passionate and experienced professionals who work across a variety of technical disciplines at the interface between humans and their environments. We apply innovative solutions and support for effective land-use management, mine reclamation monitoring and closure planning, socio-cultural research, and cumulative effects assessment. IEG believes that with energy, determination, creativity, and commitment, we can make a positive difference in communities and ecosystems impacted by natural resource development. Information about some of the types of projects we work on can be found on our website: www.integralecologygroup.com.

Company location

The IEG financial team is located on Vancouver Island, British Columbia. Most IEG staff are located on Vancouver Island or in Vancouver and co-working opportunities are available in Victoria and Vancouver. Many staff work remotely.

Position description

The Controller & Manager, Finance Operations, oversees accounting systems and bookkeeping staff, ensuring accurate, timely financial records while managing financial reporting, payroll, budgeting, cash flow forecasting, and coordination with external advisors. Working closely with the President, Board, and senior leadership, this role provides financial analysis to support strategic decision-making, organizational growth, and long-term sustainability. The position also ensures compliance with all provincial and federal financial and payroll requirements and supports contract and corporate reporting processes.

Responsibilities

- Oversee accounting systems, internal controls, and the work of bookkeeping staff to ensure accuracy and timeliness
- Supervise the bookkeeping staff
- Prepare and manage monthly, quarterly, and year-end financial reports, budgets, and cash flow forecasts
- Administer Canadian and U.S. payroll and ensure compliance with all applicable provincial and federal requirements
- Coordinate with external accountants and legal advisors on filings and corporate reporting
- Contribute to contract reviews

- Respond to information requests by the senior leadership team
- Monthly reporting to the board and president
- Through high-level financial analysis and forecasting, supports organizational growth, cost optimization, and long-term financial sustainability

Requirements and experience

- Accounting designation with minimum of 5+ years of progressive accounting and financial management experience
- Experience working for or with a service-based organization requiring job-costing and complex financial requirements
- Proven ability to juggle multiple priorities simultaneously
- Demonstrated leadership, people management and supervisory experience
- Strong communication skills and a collaborative, team-oriented approach
- Working within integrated or higher-level financial systems (e.g. software integration, process optimization) and contributing to the development of more efficient, cohesive financial processes
- Ability to maintain a high standard of accuracy, professionalism and attention to detail

The candidate would ideally be located on Vancouver Island where the bookkeeping team lives; however, this is not a requirement of the position.

What we offer

- annual profit-share program
- Employee Share Ownership Plan
- 5% RRSP matching program
- Salary within or above the industry standard range
- Paid overtime;
- Mobile phone and monthly plan
- Four weeks of annual leave and one week of company holidays from December 24th to 31st;
- Seven personal business days per year;
- Comprehensive health and dental benefits;
- Parental leave matching employment insurance benefits for up to 1.5 years;
- Wellness benefit of \$500/year for wellness activities and resources
- Professional development support and funding
- A flexible work environment including working from home, flexible work hours, and time off for religious, spiritual, and/or cultural days.

Application process

Please attach a curriculum vitae, cover letter, and names and contact information for two professional references to hr@iegconsulting.com. Please ensure that the job title, “Controller & Manager, Finance Operations” is included in the subject line and note the job board from which you are applying in the body of the email. We ask that you do not contact us by phone.

Applications will be reviewed as they are received, and the position will remain open until a suitable candidate is found. We thank all applicants for their interest; however, only individuals selected for an interview will be contacted.

Diversity statement

IEG is strongly committed to diversity and employment equity. We welcome applications from Indigenous persons, racialized persons, women, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities.

Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Erika Bockstael at ebockstael@iegconsulting.com.

As a company that continues to serve and support Indigenous communities through our work, we seek applications from First Nation, Métis and Inuit candidates. Indigenous applicants selected for an interview are welcome to communicate their interest in having a family member or Elder present for their interview.