



VALUING LIVED EXPERIENCES

EAC's vision is of a just and vibrant world of respect, belonging, and ecological resilience. As a team, we are working to decolonize, further equity, and dismantle the harmful systems at the root of the interconnected crises of environment and justice that we tackle every day. We strive to bring an equity lens to all that we do, including by building a strong and diverse team.

We encourage applications from individuals from equity-deserving groups including, but not limited to: African Nova Scotian and other racialized people, Mi'kmaq and other Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities. If you are a member of an equity-deserving group and feel comfortable doing so, we encourage you to self-identify in your cover letter or application. We prioritize diversity in our selection process.

ABOUT US

The Ecology Action Centre (EAC) is a fierce and creative environmental charity based in Mi'kma'ki/Nova Scotia. We are member-based organization with a growing and vibrant membership of over 4,000.

Since 1971, we have proudly tackled critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we act as a watchdog, convenor, mobilizer and incubator, taking a holistic approach to the environment and the creation of a just and vibrant world.

We strive to promote a diverse and inclusive organizational culture that emphasizes collaboration, caring, quality work, and real impact. We value our members, volunteers, employees, and partners and strive to create a space of respect, belonging and resilience.

We have a team of passionate and determined people who share ideas and inspire others to create systemic change in the face of urgent, complex environmental issues. Our organization owns the 4,500 sq ft building it occupies and has 45+ staff, including seven Action Teams, the Fundraising Team and the Operations Team.

ABOUT YOU

The three words work colleagues use to describe you are: smart, flexible, and trustworthy.

You enjoy spending your workday in a busy environment, immersed in meaningful work with astute colleagues who are committed to a cause. You excel in a culture rich in productivity and respect – one in which you are supporting a busy team and producing high quality reports.

You are a highly experienced strategic thinker who can balance the big picture with detailed analysis, creatively solve complex financial problems, and manage multiple



projects and funders within a unique, membership-based environment. Process, accuracy, and timeliness drive your exceptional output.

You are a seasoned financial professional who builds relationships with ease, both internally and externally. Your personal values include listening reflectively, speaking kindly, and acting ethically. At this point in your career, you feel compelled to join others in creating meaningful and lasting change.

YOUR FOCUS

Our Finance Team's critical function is to provide service-oriented support to EAC staff who work tirelessly on diverse projects sponsored by multiple funders. Our Controller leads, manages, and mentors this team and is responsible for overseeing financial accounting, timely reporting of accurate information, and production of high level, easily understood financial summaries. Your work facilitates risk mitigation and sound decision making by staff, funders, the Senior Leadership Team, and our Board of Directors. A summary of our financials can be found in our 2022-2023 Annual Report, available here: https://ecologyaction.ca/sites/default/files/2023-09/AnnualReport_2022-23.pdf

Reporting to the Director of Operations and Development, the Controller actively participates in both strategic and operational planning for the organization, ensuring sound short-term and long-term business decisions. The utmost rigour and accuracy are required for all internal and external reporting.

WHAT YOU BRING

- Bachelor's degree in business or accounting.
- 5+ years experience in a similar leadership and supervisory position with a non-profit organization
- Highly competent in all aspects of financial record keeping, reporting, analysis, and presentation
- Strong capacity to deal with a wide range of changing issues, situations, and circumstances
- Creative, visionary, able to connect the dots and problem-solve with ease
- Keen analyst and strategist able to produce high level summaries to enable sound decision making
- Experience monitoring trends, risks, and financial resources to mitigate the adverse effects of loss
- Respectful of and responsive to others' questions, concerns, ideas; a reflective listener
- Proven ability to prepare departmental and operational budgets with timely reporting of variances
- Experience working collaboratively to obtain and manage foundation and government grants



- Understanding of the financial dynamics and complexities of a membership-based organization
- Excellent inter-personal skills in relation to staff coaching, mentoring, and capacity building
- Experience supporting and advising senior leadership, including a non-profit Board of Directors
- A deep and abiding commitment to equity, diversity, and inclusion in all its forms
- Advanced skills in these tools: QuickBooks Online, Plooto and Dext and KNIT payroll software.

TERMS OF EMPLOYMENT

- On-site (in HRM) fulltime, permanent position within a **four-day work week** (Monday-to-Thursday)
- Annual salary will be between \$55,000 and \$60,000 and commensurate with experience.
- 3 weeks paid vacation per year (pro-rated for the 4-day work week) and 1 week of paid time off during the winter office closure in December. 12 paid holidays per year and paid wellness days (10 per year).
- Cost shared benefits plan

TO APPLY

Please submit your resume and cover letter- [APPLY HERE](#). We will be accepting applications and interviewing candidates on a rolling basis until the position is filled. We thank everyone who applied; regrettably, we only have the capacity to contact those who will be interviewed.