



Controller (Shared Service)

Reporting to the Chief Executive Officers of Cambridge Food Bank and The Food Bank of Waterloo Region

Job Summary

In this shared position, reporting to the Chief Executive Officers of Cambridge Food Bank and The Food Bank of Waterloo Region, the Controller provides senior financial oversight and analysis to support the financial health and sustainability of both organizations.

Working within a shared-services model, the Controller is responsible for financial reporting, budgeting, forecasting, audit coordination, and strengthening financial controls across both organizations. This role works closely with each organization's Finance Assistant or Coordinator to ensure accurate financial records while providing strategic financial insight to leadership and boards.

By supporting strong financial governance and improving financial processes, the Controller helps both organizations maintain financial stability while responding to the growing needs of the communities they serve.

This position must be available to work onsite and travel between both organizations (within Waterloo region) and can also work in a hybrid capacity.

Hiring Range

\$104,531 – \$127,012

Duties and Responsibilities

Examples of the role's responsibilities and duties (for both Cambridge Food Bank and The Food Bank of Waterloo Region) include but are not limited to:

Supporting strong financial oversight and reporting across both organizations:

- Preparing and analyzing monthly financial statements.
- Providing variance analysis and financial interpretation for leadership.
- Monitoring financial performance against budget.
- Developing financial forecasts and projections.
- Identifying financial risks or trends that may affect organizational sustainability.

Supporting effective financial planning and budgeting:

- Leading annual budget development in collaboration with leadership teams.
- Supporting financial modelling and scenario planning.

- Monitoring financial performance and recommending adjustments where appropriate.

Coordinating audit preparation and ensuring regulatory compliance:

- Coordinating annual audit preparation for both organizations.
- Acting as liaison with external auditors.
- Ensuring financial records and documentation meet audit and regulatory standards.
- Supporting compliance with CRA charity regulations and other statutory requirements.

Supporting financial governance and board reporting:

- Preparing financial reports and reporting to the Finance Committees.
- Supporting CEOs in presenting financial information to Boards of Directors.
- Providing analysis to support governance oversight and decision-making.

Strengthening internal financial controls and financial systems:

- Reviewing financial processes and internal controls.
- Identifying opportunities to strengthen financial systems and reduce risk.
- Supporting development and implementation of financial policies and procedures.

Supporting financial oversight of major initiatives and capital projects:

- Monitoring financial aspects of capital projects, renovations, or major initiatives.
- Ensuring appropriate financial tracking and classification of capital expenditures.
- Supporting financial reporting related to grants and restricted funding tied to capital assets.

Supporting collaboration within the shared financial structure:

- Working collaboratively with finance staff at both organizations.
- Providing oversight and guidance for transactional financial processes.
- Supporting development of shared financial calendars and reporting timelines.

Specific examples may vary from year to year as priorities of the organizations change.

Minimum Qualifications and Experience

- Professional accounting designation (CPA or equivalent) required.
- Minimum 7 years of progressive experience in accounting, financial management, or financial analysis.
- Experience in nonprofit or charitable sector accounting strongly preferred.
- Experience preparing financial statements and managing audit processes.
- Strong understanding of restricted funding, grant reporting, and nonprofit financial structures.
- Demonstrated ability to translate financial information for non-financial audiences.

An equivalent combination of education and experience will be considered.

Required Work Capacities (Skills and Abilities)

Physical demands

- Approximately 80–90% of time spent on desk- or computer-based work.

- Occasional travel between the two organizations may be required.

Social, emotional, and cognitive demands

- Strong analytical and financial problem-solving abilities.
- Exceptional attention to detail and organizational skills.
- Ability to manage multiple priorities, deadlines, and reporting timelines.
- Excellent communication skills with the ability to clearly explain financial information.
- Strong interpersonal and relationship-building skills when working with leadership teams and boards.
- Sound judgment and discretion when handling confidential financial information.
- Ability to work collaboratively across organizations while maintaining appropriate financial confidentiality.

Key Dates:

- Closing Date – Monday, May 18, 2026
- 1st Interviews – Friday, May 22 (Please Hold)
- 2nd Interviews – Friday, May 29 (Please Hold)
- Position Start Date– Beginning to Mid-June (ideal)

To Apply:

Please apply using this [link](#).

We are an equal opportunity employer. We believe that diverse teams perform better and that fostering an inclusive work environment is a key part of growing a successful team. We welcome people of diverse backgrounds, experiences, and perspectives.

Cambridge Food Bank and The Food Bank of Waterloo Region are committed to accessibility and to protecting the human rights of our job applicants during the recruitment process. Should, at any point throughout the recruitment process, an applicant require accommodation or communication in an alternative format because of a disability, please contact Human Resources at 519-743-5576. We are committed to providing accommodation or alternate formats upon request within a reasonable time in a mutually agreed upon format.

No phone calls please. Only candidates selected for an interview will be contacted. This posting is to fill an existing vacancy. We use AI-enabled tools to assess applications; however, all recruitment decisions are reviewed by a human.

Last Update

This job description was developed or most recently updated May 2026.