



Job Description: Controller and Fund Operations Manager

Reports To: Managing Partner

About Sandpiper Ventures

Sandpiper Ventures is a leading venture capital firm backing high-performing founders building impactful, scalable technology companies. With approximately \$70M in assets under management across a multi-fund platform, we partner with exceptional teams across Canada and support them from early-stage investment through growth with both capital and hands-on strategic support.

About the Role

We are seeking a Controller and Fund Operations professional to join our team and serve as the financial backbone of our venture capital fund. This is a unique opportunity to play a dual role — owning the fund's financial management and reporting while also contributing to the broader operational effectiveness of the firm.

You will work closely with our General Partners and our fund administrator (Vector) to ensure financial accuracy, LP confidence, and smooth day-to-day operations. This role is ideal for someone who combines strong accounting and fund finance expertise with a hands-on, operationally-minded approach.

Responsibilities

Fund Finance & Controlling

- Oversee all fund and management company accounting activities in coordination with our outsourced fund administrator, including review and quality assurance of capital account statements, NAV calculations, and financial statements
- Manage fund-level cash flow with our bookkeeping partner, including monitoring bank accounts, processing expenses, and forecasting liquidity needs
- Coordinate the annual audit process, working directly with external auditors to ensure timely and accurate completion
- Serve as the internal financial authority — providing the team with reliable, timely financial information for decision-making

Fund Operations

- Support LP relations activities, including data room management, onboarding documentation, and responding to ad hoc LP requests
- Coordinate portfolio company data collection and reporting workflows



-
- Assist with fund compliance, regulatory filings, and corporate governance requirements
 - Manage relationships with key service providers (legal counsel, auditors, tax advisors, insurance providers)
 - Help maintain and improve internal systems, tools, and processes (CRM, portfolio monitoring, document management)
 - Identify and implement opportunities to streamline fund operations, financial workflows, and reporting through AI tools and automation
 - Contribute to operational projects as they arise — no two days are the same in a growing fund

Required Qualifications

- CPA designation (or equivalent such as CGA, CMA) or significant progress toward completion
- 4+ years of relevant experience in fund accounting, public accounting (audit), or financial controllership
- Strong understanding of partnership accounting, fund structures, and financial reporting
- Advanced proficiency in Excel/Google Sheets and comfort with financial systems
- Strong communication skills — ability to translate financial information for non-financial stakeholders
- Self-starter who thrives in a small team environment with minimal supervision
- Genuine interest in leveraging AI tools and automation to improve financial workflows, reporting, and operational efficiency

Preferred Qualifications

- Direct experience in venture capital, private equity, or alternative investment fund finance
- Experience working with outsourced fund administrators
- Familiarity with Canadian tax considerations for investment funds and limited partnerships
- Experience with portfolio monitoring platforms or LP reporting tools (e.g., Visible, Carta, Juniper Square)
- Knowledge of securities regulatory requirements in Canada

What We Offer

- A key seat at the table in a growing venture capital firm with a mighty and ambitious team
- Exposure to the full lifecycle of fund management and the venture ecosystem
- Competitive compensation package, including base salary and performance-based bonus
- The opportunity to build processes and systems from the ground up

How to Apply





Please submit your resume and a brief note on why this role interests you to Angelica Oliveros at angelicaO@sandpiper.vc.

Sandpiper Ventures is committed to building a diverse and inclusive team. We encourage applications from candidates of all backgrounds.

