
Controller

Summary:

The Controller designs and prepares financial analyses of operations, including interim and final financial statements with supporting schedules, for the guidance of management and use of the Senior Management team. The Controller is responsible for adherence to the company's financial plans and policies, its accounting practices, the maintenance of its fiscal records, and the preparation of financial reports. The position involves supervision over general accounting, property accounting, internal auditing, payroll, accounts receivable and accounts payable.

Primary Responsibilities & Duties:

- Create, develop, and implement departmental strategies that are in pursuant of the overall corporate strategy.
- To work with all functional areas and operating departments to assist in their respective strategies, goals, and objectives.
- Responsible to select, train, and organize staff to execute the work in accordance with the operational requirements and department strategic plan.
- Manage, lead, motivate and develop team through clear job descriptions, opportunities for professional development, regular performance reviews in accordance with HR department policy and procedures.
- Manage and monitor their department within approved budget optimum efficiency, to maintain ongoing growth and efficiency, in accordance with departmental strategy.
- Ensure adherence and compliance with local, provincial, and federal laws, statutes and regulations and client's policies.
- To identify high potential individuals as a replacement or as part of a succession planning process and ensure subordinates are professionally developed coached and mentored.
- Assist the CEO in the creation, management, and evaluation of the financial programs, of the company to include; tax planning, real estate and conservation of assets.
- Generate and analyze timely financial statements for the corporate group, management reports with regard with cash flow, cost controls, and expenses to pinpoint potential weak areas and make recommendations to the CEO to improve efficiency.
- Provide consultative support to planning initiatives through financial information analyses, reports, and recommendations to improve efficiency.
- Recommend and manage changes and improvements in automated financial systems for the company.
- Manage the approval and processing of revenue and expenditure documents, salary updates ledger and account maintenance and data entry.
- Manage and ensure adherence to appropriate internal control safeguards.
- Develop and implement finance, accounting, billing, and auditing procedures and ensure record systems are maintained in accordance with generally accepted auditing standards.
- Maintain the bonus matrix to determine individual pay out.
- Manage the overall operation of the Accounting Operations.
- Represent the company externally to government agencies, financing providers, insurance/bonding providers.

Job Specifications:

- University Degree in Commerce or related program
- Professional Accounting Designation.
- Minimum 10 years' experience in accounting.
- Minimum 5 years' experience in supervision.
- Ability to prioritize, work well under pressure and meet tight deadlines.
- Strong leadership and supervisory skills to manage department.
- Must work well independently and unsupervised.
- Excellent computer skills (word processing and spreadsheets, accounting software)