

Controller

Job Responsibilities

Reporting to the President, the controller will work with colleagues to ensure all financial standards and procedures are in place and adhered to while providing accurate and timely financial reports to facilitate informed decisions by the leadership team. There are two companies involved. Examples of specific duties include (but are not limited to):

- Work with the management team to ensure financial oversight of day-to-day company operations is optimal.
- Maintain and enhance the finance and accounting functions of the organization, including monitoring and reporting on financial performance
- Prepare accurate and timely monthly, quarterly, and annual financial reports related to the financial position of the organization; including revenues and expenses
- Monthly cash flow projections monthly
- Provide oversight and prepare full-cycle accounting and monthly close processes.
- Ensure all financial and non-financial reporting requirements are met on a timely, regular basis, and in accordance with the appropriate/relevant Accounting Standards.
- Develop and maintain relationships with external accountants, banks, insurance, and any other external professionals relevant to our businesses.
- Coordinate and/or prepare payroll using external payroll processor in a backup capacity.
- Coordinate and/or prepare all tax filings required during the year (i.e. HST, WCB, Income Tax, T4 submission etc.)
- Assist business development with planning and budgeting.
- Provide financial analysis support/guidance to management.
- Make sure invoicing is done in a timely manner, for larger contracts maintain a schedule of values ensuring invoicing is done on time, monitor receivables and get involved when requested and work with AR to collect money if required.
- Understand how rebating and warranty work is reconciled and follow up monthly to ensure everything has been submitted
- Monitor the financial policies, practices, and procedures of the operations.
- Ensures the necessary internal controls to safeguard the company's assets.
- Participate and direct process improvement initiatives.
- Provide oversight, guidance and training, and evaluate performance of accounting employees.
- This position will require some data entry of invoices, bank deposits, Receive, record, and authorize requests for disbursements
- Other duties as assigned.

Requirements

- Bachelor's degree in business, accounting, or a related field, or equivalent.
- Possession of a recognized professional accounting designation (CPA), considered an asset
- 3+ years' experience in a similar accounting role

- Demonstrated professional development and career progression.
- Strong knowledge of finance, budgeting and Generally Accepted Accounting Principles and full-cycle accounting.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Proficiency in Microsoft Office Suites, especially Excel
- Experience using Sage 50 (or similar accounting software), considered an asset
- Multi-team management experience, considered an asset.
- Excellent verbal, analytical, organizational, and written skills
- Strong work ethic and integrity
- Strong organization and time-management skills
- Demonstrated ability to effectively identify and resolve problems
- Must be able to adapt and operate effectively within new and challenging environments

Employee Benefits

- Competitive compensation package based on experience
- Opportunity for professional growth and development
- Company cost-shared health & dental benefits
- Company matched Group RRSP Program

We are looking for a self-motivated individual with a strong desire to grow and succeed with our company. The ideal candidate will have strong communication and negotiation skills coupled with the ability to establish and maintain effective working relationships with the senior leadership team and other employees. They will take an initiative to think outside the box in an entrepreneurial environment, all the while ensuring that the daily financial needs of the organization are met.

Interested candidates can send their resume and cover letter to Jane Stanley at jane@readyrefrigeration.ca