

Controller – Full time/In-Office – Calgary

Position Summary

The Controller shall hold responsibility for managing the overall financial operations of the company and will provide accurate information to the President and CEO, including analysis, budgeting, forecasting, and preparing financial reports. The Controller will be responsible for directing and managing the company's accounting functions, including establishing and maintaining accounting principles, practices, and procedures as well as the preparation of financial statements and reporting to top management and externally. The Controller will manage the company's accounting systems and implements changes and/or updates as required. Finally, the Controller is responsible for organizing and liaising with the Company's Review Auditor to expedite and ensure full compliance and financial disclosure for the annual accountant reviewed Financial Statements.

This position reports to the Chief Executive Officer and the President and will have up to 5 direct reports.

Specific Job Responsibilities

The accountabilities of this role include, but are not limited to:

- Manage the accounting operations including the review of journal entries, payroll, accounts payable, accounts receivable and statutory reporting.
- Establish and monitor internal controls to ensure that accounting activities are in accordance with established legal regulatory and company policies and procedures.
- Budgeting and forecasting.
- Prepare, analyze, and present monthly, quarterly, and annual operating results for each department.
- Work with operations to define, measure, analyze, improve, and control current processes which impact customer quality and influence internal operating efficiency.
- Provide strategic analysis as required to drive improved decision making.
- Work with external auditors, audit committee and Board of Directors.
- Prepare and present financial information for quarterly and annual reports.
- Manage foreign exchange transactions.
- Manage research and development program for CCRA and accounting requirements.
- Work with sales team on product pricing, costing and margins.
- Responsible for the accuracy and timeliness of financial information
- Implementation and management of internal controls with respect to financial policies, processes, and procedures
- Provides advice and guidance on all accounting matters including financial systems, record keeping, analysis, and reporting.
- Sets the priorities within accounting group.
- Coordinating the year-end audit and preparation of audited financial statements
- Coordinates all other customer and government audits.
- Responsible for the preparation of monthly financial statements and external reporting to financial institutions, ensuring that all reporting requirements are met.
- All other financial reporting to various companies and agencies



- Generation of reports of performance against budgets
Supporting new systems or project selections and implementation from a strategic finance and internal control perspective
- Ensures rapid and consistent collection of receivables by refining and implementing control mechanisms.
- Assigns and authorizes cheques, purchase orders and invoices.
- Promotes and maintains positive corporate relations with the financial community.
- With input from the CFO, responsible for the formulation of accounting policies, procedures, and controls
- Hiring, training, mentoring and supervising accounting staff
- Other related duties and required or assigned.

Essential Requirements/Qualifications

- University degree in Business/Accounting, with advanced degree or professional accounting designation (such as CA, CPA, CGA, CMA, CMT) preferred.
- Extensive experience and knowledge of all aspects of corporate accounting and financial management.
- Thorough knowledge of all relevant Federal, Provincial, and local requirements regarding financial records, pension, profit sharing, and the like is essential.
- Proficient communication, interpersonal and organizational skills are vital to the role.
- Experience overseeing audits performed by external audit firms.
- Financial analysis, budgeting, and some strategic planning experience
- Knowledge of accounting principles, practices, and applications
- Knowledge of budget preparation and analysis techniques
- Advanced knowledge of MS Office and Excel
- Management and or supervisory experience
- Knowledge of publicly traded companies
- Good project management skills and the ability to motivate teams to produce quality work within tight time frames.
- Professional written and verbal communication skills
- Good problem-solving skills and the ability to make the necessary decisions to move forward with the work at hand.
- Knowledge of ERP computer systems an asset
- Excellent leadership, communication, presentation, problem solving, and organizational skills are essential.
- Ability to adapt to and learn new software.
- Able to work efficiently as a part of a team as well as independently.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Able to work well under pressure and meet set deadlines.
- Good organizational, time management and prioritizing skills
- Ability to interpret and implement company policies and procedures.



- Attention to detail in all areas of work.

Technical Requirements

- Knowledge of economic and accounting principles, practices, the financial markets, banking, and the analysis and reporting of financial data is an asset.

Skills & Abilities

- Demonstrated skills in the area of planning and analysis.
- Proven negotiation ability and experience
- Excellent prioritization and collaboration skills.
- Effective communication skills, confident interacting with key contacts in verbal, written, and electronic form.
- Ability to identify problems/issues, generate solutions, and make sound decisions using standard procedures.
- Capable of probing and listening carefully, presents information in an appropriate style and persuades others in straightforward situations.
- Ability to work with clients to achieve desired results.
- Task-oriented with strong attention to detail and follow through.
- Comfortable working in a fast-paced environment with ability to multi-task
- Able to work effectively in a changing environment.
- Willingness to contribute actively in team activities, sharing experiences and ideas.

Working Conditions

- Travel may be required.
- Ability to attend and conduct presentations.
- Manual dexterity is required to use desktop computers and peripherals.
- Overtime as required.
- Lifting or moving up to 10lbs may be required.



| | Minimal (<30%) (Infrequent) | Moderate (30%-70%) (Frequent) | Considerable (>70%) (Constant) |
|---|--|---|---|
| Manual Handling Tasks (i.e., Lifting (more than 20 lbs), bending, carrying, pushing, pulling, twisting) | ✓ | | |
| Repetitive Movements (i.e., Lifting (more than 20 lbs), bending, twisting) | ✓ | | |
| Use of Hands (i.e., keyboarding, the use of small assembly tools) | | ✓ | |
| Work Restrictions (i.e., prolonged standing/sitting or walking) | | ✓ | |
| Work Intensity (physical/mental fatigue i.e., concentration demands) | | | ✓ |
| Stair/Ladder Climbing and Work at or above shoulder | ✓ | | |
| Physical Environment (i.e., exposure to weather conditions such as heat, light, cold, fumes, etc. or vibrations, chemical, etc.) | ✓ | | |
| Operation of Motorized Equipment (i.e., forklift, vehicle) | ✓ | | |

If you are interested in this position, please contact Catherine at catherine@catherinebrownlee.com.

