

Job Description for Controller

The Controller reports directly to the Vice President.

Responsibilities/Duties:

(Responsibilities include, but are not limited to the following)

Financial Reporting and Analysis:

- Analyze and interpret monthly, quarterly, semi-annual and yearly financial statements in order to appraise operating results in terms of profitability, performance against budget and other matters bearing on fiscal soundness and operating effectiveness.
- Approve and finalize all financial statements.
- Analyze revenue and profit project reports.
- Plan and coordinate annual audits, acting as main point of contact for external auditors.
- Maintain and update company accounting system, including overseeing upgrades.

Budgeting and Financial Management:

- Assess financial viability of new projects, acquisitions and contracts as required.
- Analyze departmental and project budgets.
- Provide financial input for short and long term forecasting.
- Identify profit improvement opportunities.
- Tax planning to ensure compliance with all federal, provincial and local corporate, payroll and other applicable tax laws.
- Prepare for and lead PWGSC rate negotiations.

General Accounting/ Management:

- Make suggestions for better ROI and profit maximization.
- Lead accounting policy discussions and implement new systems and procedures as required.
- Assist the CFO with the creation and implementation of company-wide financial planning.
- Suggest investment opportunities to the CFO.
- Manage accounting department staff

Other:

- Work well within a team environment.
- Maintain open communication with all team members.
- Adhere to all company policies and safety regulations where applicable.
- Travel as required.

**Job Specification for
Controller**

Experience:

- Post-Secondary degree in Accounting.
- Certified accounting designation; CA, CGA or CMA.
- Minimum of five years experience as a controller.
- Experience in all aspects of accounting including AP, AR and cost accounting.
- Experience using accounting software packages. (including Visual)
- Experience implementing new software and organizing implementations.
- Experience working for a manufacturing company.
- Excellent understanding of GAAP and other governing regulations

Characteristics:

- Strong analytical and decision-making skills.
- Excellent communication skills.
- Strong problem solving skills.
- Able to lead a team of up to 10 people.
- Able to work with minimal supervision.
- Comfortable giving presentations to senior management and external clients.

If your background is a match and you are interested in pursuing this challenging opportunity, please forward your resume in confidence to mycareer@dewengineering.com