



# Controller

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## **Nature of Work**

Reporting to the Chief Executive Officer, the Controller shall hold responsibility for managing the accounting and financial operations of City West, and will provide accurate information to the 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 also maintains the company's accounting systems and implements changes as required.

## **Principal Accountabilities**

- Manage the daily accounting operations including the review of payroll, accounts payable, accounts receivable, purchasing and statutory reporting.
- Prepare and enter journal vouchers as well as reconcile bank accounts
- Establish and monitor internal controls to ensure that accounting activities are in accordance with established legal regulatory and company policies and procedures.
- Prepare, analyze and present monthly, quarterly and annual operating results for each department.
- Work with external auditors, audit committee and Board of Directors.
- Responsible for the preparation of monthly, quarterly and annual financial statements and external reporting to financial institutions, ensuring that all reporting requirements are met
- Assigns and authorizes cheques, purchase orders and invoices
- Responsible for the formulation of accounting policies, procedures and controls
- Other related duties and required or assigned.

## **Required Education**

- University degree with advanced degree or professional accounting designation (such as CA, CPA, CGA, CMA,).

## **Knowledge and Experience**

- 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, sales taxes, and the like is essential.
- Experience overseeing audits performed by external audit firms
- Financial analysis, budgeting and some strategic planning experience
- Knowledge of budget preparation and analysis techniques
- Advanced knowledge of Excel
- Management and or supervisory experience
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts

## **Skills and Competencies**

- Proficient communication, interpersonal and organizational skills are vital to the role
- Strong communication (written and oral), excellent organization and superior attention to detail
- Ability to interact and communicate professionally with a diverse group (peers, supervisors, managers)
- Self-motivated and self-directed
- Keen attention to detail, analytical, able to manage multiple tasks and meet deadlines

*Please submit a cover letter and resume to [recruitment@cwct.ca](mailto:recruitment@cwct.ca) We thank all candidates for their interest but only candidates selected for interview will be contacted*