

FINANCIAL CONTROLLER



May 28, 2021

Version: 001

JOB TITLE: Financial Controller
DEPARTMENT: Finance
LOCATION: Sherwood Park, AB

JOB DESCRIPTION:

SUMMARY:

The Financial Controller is responsible for the development and management of financial plans and policies based upon the collection of financial and management information

ROLE AND RESPONSIBILITIES:

1. Financial control measures to identify and monitor standards and performance, and to communicate results, advise and options
2. Review existing financial and administrative business processes, practices and internal controls with the objective of improving efficiency and effectiveness. Design and implement improvements as necessary.
3. Financial reporting of information and results based upon the needs and accepted accounting principles
4. Responsible for financial reporting and analysis, including preparation of timely and accurate monthly financial statements and year-end working papers.
5. Works with executive/management team to lead budget processes, interpret financial results and reporting of accounting information to executive/management team
6. Responsible for regulatory filings and remittances
7. Responsible for maintaining and updating Company Budget and Forecasts
8. Liaises with outside organizations and officials- banks, government, auditors and lawyers to prepare required paper files and discuss the financial affairs related to the organization and recommend various courses of action
9. Leadership of accounting groups and budgets
10. Daily management and performance management of AR, AP and Payroll processes and personnel
11. Assist Finance Director with improving accounting processes & ad-hoc reporting
12. Identify, design, and implement appropriate reporting systems to measure key success factors
13. Liaise, as required, with external parties including legal, accounting, banking, licensing, and regulatory bodies to ensure compliance with all reporting requirements.
14. Create month end reports and presentation for Chief Financial Officer

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Business undergraduate degree
- Professional accounting designation
- 7-10+ years accounting and management experience
- Expert level proficiency in Microsoft Excel a strong asset

JOB TYPE:

Permanent

SALARY:

From \$120,000.00 per year

BENEFITS:

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- Paid time off
- Vision care

SCHEDULE:

8 hour shift - Monday to Friday

EDUCATION:

Bachelor's Degree (required)

EXPERIENCE:

Corporate or Managerial Accounting: 7 years (preferred)

LICENCE/CERTIFICATION:

CPA, CMA or CA certification? (required)

TERRAPRO'S VALUES:

"We're a group of innovators, leaders, and problem-solvers working to create win-wins for our colleagues, clients, partners, and communities"

We're a Team- We win together. We share our successes, failures, experiences, and knowledge. It makes us all stronger.

We're Caring- We put people first. We seek connections, nurture relationships, and help communities.

We're Creative- We work smarter. We look in other places, ask different questions, and try new things. We lead the way forward.

We're Growing- We strive for improvement and don't stop at "good." We chase down more knowledge and success

For more information, please visit www.terraproinc.com

To apply, please email your resume to hr@terraproinc.com with the subject 'Financial Controller'