

Controller

Sierra Construction Group of Companies is growing and looking to add a Controller to head office. The role will provide financial support to numerous divisions of the organization. The ideal candidate has strong interpersonal and communication skills and the ability to collaborate with teams from different functional areas. To assist the Director of Finance in establishing internal controls and to enhance business growth.

Accountable to assist the Director of Finance with forecasting, budgeting, and financial analysis

Continuous improvement of the forecasting and budgeting model

Responsibilities:

Sierra Group of Companies

- Manage with preparation of forecasts and budgets for multiple divisions
- Preparation of financial divisional statements and consolidated statement
- Analyze and compare actual results with budget
- Coordinate and liaison with the Management team regarding accurate monthly job costing reports to determine appropriate accruals and support month-end & year-end close process
- Conduct analysis of GL Accounts
- Document processes and assist with the development of procedures and policies for continuous improvements. Improve data tracking in the current ERP systems to help provide insightful analysis
- Analysis of construction projects
- Asset Management and analyze Capex requests
- Monitor Bonding requests, and reporting to broker
- Develop and reporting of KPI's
- Ad hoc projects and reporting

The Villages of Sally Creek

- Preparation of Financial statements and month end package
- Overseeing the annual preparation of the budget
- Oversee accounts payable/receivable and payroll
- Government remittance (HST, Source deductions, WSIB)
- Prepare a weekly flash report for Golf operations
- Monthly Bank Reconciliations
- Year-end working papers, conduct monthly or quarterly account reconciliations
- Land development transactions, prepare and input journal entries, maintain general ledger, fixed asset sub-ledger, builder's VTB sub-ledger
- Prepare cash flow forecast
- Assist with preparing and monitor construction budget per phase
- Liaison with financial institutions, to arrange construction loans
- Coordinate the audit process with external accountants

Investment Group of Companies

- Oversee AP & AR
- Preparation of Financial statements
- Coordinate the year-end review process with auditors
- Review financials from joint ventures

Knowledge & Skills

- Degree or diploma in accounting program, preferably with a CPA designation or relative work experience
- 4-5 years of relevant accounting experience
- Experience with construction, land development, and property management
- Strong Excel and financial modeling skills
- You must demonstrate the ability to handle multiple tasks.
- A desire to understand and improve processes
- Knowledge of Viewpoint (ERP system) and QuickBooks an asset