



Job Description

Position:	Controller (14 Month Contract)	Location:	Victoria
Reports to:	General Manager	Direct Reports:	None
Salary Range:	\$90,000-\$110,000	Issue Date:	November 27 th 2024

Position Summary

We are seeking an experienced Controller to lead our accounting operations. In this role, you will be responsible for accounting policies and procedures and company controls. In addition, you will be responsible for the good financial management of the business, especially in supporting effective planning through analysis insight. The Controller will ensure compliance with accounting principles, practices and procedures while providing hands-on leadership and expertise in the implementation and management of financial planning policies and systems. The Controller works closely with the General Manager in planning, monitoring, cash flow management, control, and reporting of annual and long-term capital, operating and revenue budgets and forecasts.

Responsibilities

Leadership

- Setting the standard for excellent communication, in content, structure, and style
- Develop a strong positive culture of continuous improvement
- Work collaboratively to identify and achieve departmental and company goals
- Share ideas and recommendations, support and implement continuous staff development, process, and procedural improvements to optimize results and increase quality of delivery.

Technical

- Oversee timely and accurate reporting of the financials to support decision-making at the executive and shareholder levels
- Accountability for Prime Engineering's financial systems, control environment, and financial and performance reporting in compliance with Canadian standards and company policies
- Cash flow management
- Providing and coordinating review of weekly, monthly, quarterly and annual financial reports, cost reports, external financial statements, performance metrics and analysis of variances for management and shareholders vital to the decision-making process
- Preparation and completion of month end journal entries in the general ledger as required and in alignment with corporate head office requirements
- Managing the budget process
- Providing project profitability reporting to management
- Assessing current accounting operations, offering recommendations for improvement and implementing new processes
- In coordination with the administrative team, management of all accounting operations including billing, A/R, A/P, GL, cost accounting, and inventory accounting
- Posting of transactions from clearing accounts to bank accounts

- Ensure all payroll functions are accurate and completed in a timely manner
- Ensure all accounts payable are accurate, applicable discounts are applied, and are paid in a timely manner
- Working with the administrative team, ensure accounts receivable are tracked, reported and collected promptly
- Complete all bank reconciliations and credit card reconciliations
- Coordinate with Prime Engineering's management team to prepare the annual budget and monthly forecasts
- Development of accounting, costing, payroll, accounts payable, accounts receivable, and inventory policies and procedures, including improvement initiatives
- Accountability for government reporting and filing requirements such as WCB, EHT, etc.
- Complete monthly regulatory reporting and filing including PST, GST and corporate tax
- Assist with completion of T4 and T2200 annual forms
- Maintain a system of controls over accounting transactions
- Monitor debt levels and compliance with debt covenants
- Assessing and advising on tax optimization strategies, cost savings and grants
- Coordinating activities of external auditors
- Advise and decision-making regarding capital investments, pricing, contract negotiations, significant costs, benchmarks, and other matters with shareholders
- Maintain a strong job-based costing framework and provide recommendations for improvements

This description is not a comprehensive listing of activities, duties or responsibilities that may be required. Other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

Required Experience and Qualifications:

- A bachelor's degree in related field or 8 years' experience
- CPA certified.
- Experience with NetSuite and ADP is an asset
- High degree of organization and ability to manage multiple, competing priorities simultaneously.
- Strong computer skills.
- Strong written and verbal communication skills
- Able to work independently; Able to organize, plan and prioritize work.
- Problem Solving skills.

Additional Information

Travel: Minimal

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Prime (a RESA Power Company) is an equal opportunity employer. Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status.