

CONTROLLER

Competition Number: 11-080-FT

Employment Status: Fulltime Year Round

Job Description

The Controller shall hold responsibility for managing the overall financial operations of Mike Wiegele Helicopter Skiing (MWHS) and will provide accurate information to the Executive, including analysis, budgeting, forecasting and preparing financial reports. The Controller will be responsible for 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. This position involves highly confidential communications with employees, departments and management. The need for accurate and timely submissions of information is critical. Integrity, passion, and in-person presentational skills are essential for this role.

Duties

- Manage the accounting operations.
- Establish and monitor internal controls to ensure that accounting activities are in accordance with established legal regulatory and company policies and procedures.
- Budgeting and forecasting.
- Prepare, analyze and present monthly, quarterly and annual operating results for each department.
- Work with operations to define, measure, analyze, improve and control current processes which impact customer quality and influence internal operating efficiency.
- Provide strategic analysis as required to drive improved decision making.
- Work with external auditors, audit committee and Board of Directors.
- Prepare and present financial information for quarterly and annual reports.
- Manage foreign exchange transactions.
- Manage research and development program for CCRA and accounting requirements.
- Work with sales team on product pricing, costing and margins.
- Responsible for the accuracy and timeliness of financial information.
- Implementation and management of internal controls with respect to financial policies, processes and procedures.
- Provides advice and guidance on all accounting matters including financial systems, record keeping, analysis, and reporting.
- Coordinating the year-end audit and preparation of audited financial statements.
- Coordinates all other customer and government audits.
- Responsible for the preparation of monthly financial statements and external reporting to financial institutions, ensuring that all reporting requirements are met.
- All other financial reporting to various companies and agencies (Insurance, Stats Can, etc...).
- Generation of reports of performance against budgets.

- Supporting new systems or project selections and implementation from a strategic finance and internal control perspective.
- Ensures rapid and consistent collection of receivables by refining and implementing control mechanisms.
- Assigns and authorizes cheques, purchase orders and invoices.
- Promotes and maintains positive corporate relations with the financial community.

Qualifications

- Senior professional with a financial designation and 5+ years related experience.
- University degree in Business/Accounting, with advanced degree or professional accounting designation (such as CA, CPA, CGA, CMA) preferred.
- 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, profit sharing, and the like is essential.
- Proficient communication, interpersonal and organizational skills are vital to the role.
- Experience overseeing audits performed by external audit firms.
- Financial analysis, budgeting and some strategic planning experience.
- Knowledge of accounting principles, practices and applications.
- Knowledge of budget preparation and analysis techniques.
- Advanced knowledge of MS Office and Excel.
- Management and or supervisory experience.
- Good project management skills and the ability to motivate teams to produce quality work within tight timeframes.
- Professional written and verbal communication skills.
- Good problem solving skills and the ability to make the necessary decisions to move forward the work at hand.
- Excellent leadership, communication, presentation, problem solving and organizational skills are essential.
- Ability to adapt to and learn new software.
- Able to work efficiently as a part of a team as well as independently
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Able to work well under pressure and meet set deadlines.
- Good organizational, time management and prioritizing skills.
- Ability to interpret and implement company policies and procedures.
- Attention to detail in all areas of work.
- High degree of resourcefulness, flexibility, and ability to work under pressure.
- Bondable.