

## **OPERATIONS CONTROLLER (PRINCE GEORGE)**

On behalf of our client, Northern Electric, we are searching for an Operations Controller to join their dedicated team. Northern Electric has grown through hard work, determination, honesty, and integrity to become one of the largest and fastest growing full-service premium electrical services companies in the region. A family business since 1996, they serve the electrical service and repair needs of hundreds of commercial, industrial, residential, and construction project customers as a preferred and trusted partner in the market. With their state-of-the-art purpose-built facility, expanding mobile service fleet and investment in people and processes, Northern Electric is moving to the next stage in their business vision and transformation.

This value driven organization has built a reputation with their customers on professionalism, reliability, safety, and convenience. With a clear road map of their future, Northern Electric is creating an exciting new role for a Controller within their organization. Reporting to the Vice President of Operations, this position will be instrumental in the company's future growth. It will play a key role in helping to drive the business forward through newly created financial systems and best practices and management of the day to day accounting. The ideal candidate must be confident, self-motivated, solutions focused, and skilled in change management; someone who not only sees the big picture, but is able to create, through effective communication, trust and respect, an environment to achieve that picture.

This is an excellent opportunity to join an organization where you can become a trusted advisor, have a direct impact on a company's success and add value to the business through the development of best practice accounting systems.

### **Responsibilities:**

- Collaborate with senior management team in key organization decisions and business objectives.
- Manage the day to day financial activities of the organization.
- Work closely with system vendors to integrate a new business intelligence tool, following up and owning the directives we require from them.
- Increase efficiency of payroll by developing and implementing new procedures.
- Develop the financial KPI's required to communicate down to leaders and up to owners.
- Manage the execution and delivery of all internal and external financial reporting.
- Provide accounting support and advice into project bids, budgeting, and budget comparisons through to completion for successful bids.
- Prepare and maintain cash flow forecasts and projections to effectively manage cash balances.
- Create, monitor and analyze monthly operational results against forecast/budget for all divisions.
- Ensure appropriate systems and internal controls are implemented and maintained.
- Review and assist in the preparation of month and year-end financial statements for both external and internal processes.
- Ensure GST and other legislated taxes and assessments are reconciled and remitted.
- Liaise with the external accountants and prepare year end working papers.
- Prepare and co-ordinate the scheduled and time bound preparation of monthly closes, financial statements, summaries, and other cost-benefit analyses and financial management reports.
- Analyze and advise on income statement and balance sheet items.

- Develop & document business processes and accounting policies to strengthen internal controls and manage risk.
- Coordinate and direct budgeting, procurement, investment activities and financial planning.
- Manage the transition from a simple bookkeeping level financial support, to a full custom, purpose-built GL and accounting system that will support the vision of sustainable growth.

#### **Skills & Qualifications:**

- CPA designation with a minimum 3-5 years' experience
- Demonstrated leadership skills, with the ability to communicate financial information and influence positive change
- Proficient in the use of Microsoft products, specifically Excel
- Proven ability to develop strong relationships based on trust and integrity
- Experience in Manufacturing or Construction considered an asset, with a solid understanding of parts inventory and mobile fleet service department.
- Demonstrated hands on experience with payroll, A/P, A/R
- Experience developing and implementing systems, processes, and procedures
- Ability to deliver quality work on tight deadlines
- Time management and priority setting skills
- Ability to recognize and communicate opportunities for efficiencies and implement new processes
- Excellent understanding of financial management, reporting and banking negotiations
- Ability to build relationships with Vendors and Customers

This role will appeal to a results oriented and self-motivated individual who is seeking to be part of a growing organization that is fast paced, value driven, and collaborative. If you are someone who has demonstrated integrity while producing high quality work and sets a positive culture for the organization, we want to hear from you!