

CONTROLLER

VICTORIA, BC
\$80,000 – \$90,000

ABOUT WILDWOOD AND THE ROLE

On behalf of our client, Wildwood Outdoor Living Centre, we are seeking a Financial Controller to join their team. Located near Elk Lake in Victoria, BC, Wildwood has operated as an all-in-one stop for outdoor living needs since 1979. Selling everything from bulbs to Beachcomber hot tubs, Wildwood strives to offer their customers the highest quality materials, supplies, and outdoor living products. As a locally owned and operated business, Wildwood understands the importance of commitment to their community and its people; with a dedicated team who embrace the outdoor beauty, they are customer focused and look forward to sharing their knowledge. With the current incumbent retiring, this opening presents an exciting opportunity for a finance and operations professional who thrives in a dynamic environment. Reporting directly to the President, the Controller will play a key role in the continued success and strategic growth of the organization.

Reporting to the President, the Controller will lead the organization's accounting operations and play a key role in financial oversight and decision making. This is a hands-on position ideal for a finance and operations leader who thrives in a collaborative environment and enjoys improving systems and processes. We're looking for a proactive, analytical individual who is comfortable rolling up their sleeves and contributing across all levels of the organization.

As Wildwood's business has grown, much of its activity is now online, supported by a small on-site team, including one direct report in accounting. The Controller will be a trusted advisor to the President and leadership team, responsible for financial operations, cash flow, forecasting, and operational improvements. This is a unique opportunity to join an entrepreneurial and values-driven team, where your ideas are welcomed and your work makes an impact. You will bring a strong interest in understanding the operational side of the business and how it connects to financial decision making, all while enjoying a role set in a beautiful outdoor environment.

KEY RESPONSIBILITIES

- Manage the day-to-day accounting practices
- Provide strategic leadership and direction in all aspects of the accounting operation
- Ensure business risks are appropriately communicated and monitored
- Prepare and maintain financial metrics for reporting
- Analyze and advise on inventory, revenue, expenses, and balance sheet items
- Develop and document business processes and accounting policies to strengthen internal controls and manage risk
- Provide leadership to the organization and develop the company's financial tools/reports
- Oversee financial reporting, budgets, payroll, tax and financial statements, and other pertinent financial activities
- Lead cash flow management and develop rolling forecasts to support short- and long-term planning
- Prepare monthly/annual statements for internal and external stakeholders
- Support the integration and alignment of the brick-and-mortar store with online business, ensuring consistent financial tracking, inventory management, and reporting
- Lead cash flow management and develop rolling forecasts to support short- and long-term planning
- Monitor and analyze monthly operating results against forecast/budget for sales and inventory

- Ensure timely and accurate bi-weekly payroll processing
- Collaborate cross-functionally to support operational decisions and continuous improvement initiatives

SKILLS AND QUALIFICATIONS

- Minimum 3 years' experience in a senior financial role
- Experience in retail or online stores is considered an asset
- CPA designation is considered an asset
- Strong analytical skills and understanding of IT systems
- Proven experience with cash flow forecasting and financial planning
- Excellent interpersonal and communication skills
- Improvement oriented and a strong desire to seek out and create efficiencies
- Ability to create an environment of opportunity and add positively to the company culture
- Proficiency in Sage 50 or similar accounting software
- Excellent understanding of financial management, inventory accounting, internal controls and accounting principles specific to a small, dynamic and growing company
- Proven ability to develop strong relationships based on trust and integrity

This role will appeal to a self-motivated, entrepreneurial and collaborative individual who is seeking to apply their accounting knowledge and business acumen within a growing organization. If you feel you have the above-listed skills and are someone who has demonstrated integrity while setting a positive work culture, we want to share additional information with you. Please forward your resume to kam.ketler@mnp.ca

Please submit your application through MNP's official process and avoid making speculative approaches to Wildwood or its staff members, as such approaches will not support your application.

