



ASSISTANT CONTROLLER

VERNON, BC

\$90,000 – 110,000

ABOUT HOME HARDWARE

Home Hardware's Vernon and Salmon Arm locations are proudly Canadian, community focused stores that form part of Canada's largest dealer owned hardware cooperative. Serving the North Okanagan and Shuswap regions, both stores operate under the Home Building Centre and Home Hardware banners, offering a full range of products for homeowners, contractors, and businesses from building materials and lumber to tools, plumbing, paint, garden, and seasonal supplies. With deep local roots and a strong reputation for knowledgeable service, these locations are more than retail outlets; they are trusted partners in home improvement and construction.

The finance and accounting functions play a key role in supporting dynamic, multi faceted operations that include both retail and contractor sales, inventory management, and process improvement, contributing directly to the continued growth and success of these well-established community businesses.

ABOUT THE ASSISTANT CONTROLLER

The Assistant Controller is a key member of the finance team, supporting the Chief Financial Officer in managing all aspects of financial reporting, accounting operations, and process improvement. This role provides hands-on oversight of day-to-day accounting activities while helping to strengthen internal controls, improve efficiency, and ensure accurate and timely financial information. Working closely with the operations and management teams across the Vernon and Salmon Arm Home Hardware locations, the Assistant Controller plays a critical role in maintaining financial integrity, supporting budgeting and forecasting, and contributing to data-driven decision making.

KEY RESPONSIBILITIES

- Prepare and review monthly financial statements, management reporting, and owner reporting packages.
- Develop and refine capital and operating budgets, forecasts, and variance analysis.
- Oversee and improve internal controls, ensuring processes are efficient, less manual, and controls compliant.
- Lead process improvements in accounts payable, accounts receivable, purchasing, receiving, and inventory control, with a focus on reducing errors and manual work.
- Allocate and delegate tasks appropriately, with a focus on segregation of duties and team development.

- Support compensation plan design and inventory management initiatives, including building simplified models for inventory purchasing.
- Ensure timely month-end and year-end close, aiming to reduce close time.
- Oversee payroll booking and related benefit/RRSP remittances, ensuring accuracy and reasonableness.
- Manage daily accounting operations including journal entries, reconciliations, accruals, and account analysis.
- Support cash flow forecasting, working capital management, and bank reconciliations.
- Partner with operational leaders to analyze margins, cost of goods sold, and store performance metrics.
- Coordinate annual audit activities and prepare supporting schedules for external auditors.
- Maintain compliance with accounting standards, tax requirements, and internal policies.
- Assist the Chief Financial Officer with financial modeling, capital planning, and scenario analysis to support strategic decision making.
- Develop and document accounting procedures, ensuring consistency and accuracy across both store locations.
- Provide training, mentorship, and day-to-day guidance to accounting and administrative staff.
- Act as a key liaison between finance, operations, and ownership, ensuring open communication and collaboration across the business.

REQUIRED SKILLS, EXPERIENCE AND EDUCATION

- Bachelor's degree in Accounting, Finance, or a related field
- CPA designation (or actively pursuing) preferred
- 4–7 years of progressive accounting or finance experience, ideally within audit firm experience
- Experience managing or mentoring junior accounting staff is an asset
- Strong understanding of GAAP and financial reporting
- Proficiency in accounting software and advanced Excel skills
- Familiarity with point of sale and inventory management systems
- Strong analytical and problem solving skills, with the ability to interpret financial data and provide insights
- Proven ability to lead by example, prioritize workloads, and meet deadlines in a fast paced environment
- Excellent communication and interpersonal skills, with the ability to collaborate across departments
- Strong organizational skills and attention to detail
- High level of integrity, professionalism, and discretion
- Hands on and adaptable, comfortable balancing day to day accounting with strategic projects
- Eager to contribute to a growing, community focused organization and take on increased responsibility over time

The ideal candidate is an experienced and driven accounting professional who enjoys taking ownership, solving problems, and finding better ways to do things. You thrive in a hands-on environment where every day brings a mix of structure and challenge, and you take pride in supporting a business that's deeply connected to its community. You're detail oriented but also see the big picture, and you bring both technical expertise and practical common sense to the table.

If you're ready to grow your career with a respected, people-first organization and make an impact in a role that truly matters, we'd love to hear from you.