



Controller

As part of the Kwikwetlem Nation, KFN Enterprises (KFNE) is committed to stewardship of the Nation's resources and interests over many generations. KFNE focuses on building Kwikwetlem businesses and creating viable opportunities that are environmentally, socially, culturally and economically sustainable.

KFNE provides a host of services and expertise such as: project management, land development, commercial and light industrial property management, venture capital financing and the promotion of its partnerships and businesses.

The main office is located off Pitt River Road in Port Coquitlam, BC and we are looking for someone to lead our finance department, who is responsible for ensuring the financial health of the organization, funding sources, loan applications and negotiations, financial oversight of projects, investigating variances, verifying expenses, and ensuring the efficiency of accounts payable and systems. The Controller reports to the Chief Administrative Officer and will have one direct report to start.

About You: You are an accomplished, trusted, and visible financial leader who will work closely with our CEO, COO and CAO. You are here to support the next exciting phase in our development, and want to put your skills to use. You have 6+ years of relevant experience in a senior finance role, ideally with experience using Sage100 or similar software, and hold a CPA, CA, or CMA designation. You have specific experience with project costing, projections, cash-flow, loan negotiations, budgeting as well and the daily accounting functions. You're a natural problem solver, analytical, strategic, and creative. You are an active participant in the development and execution of the overall Finance strategy to support the growth of the organization. You will provide oversight and control for the full accounting functions including general accounting, taxation, consolidation of financial statements, preparation of legal entity financial statements, accounts payable, accounts receivable, credit & collections, revenue recognition and external reporting. You will ensure the timely and accurate production of financial budgets and reporting, job cost reports and the cost-effectiveness of all accounting support functions.

Controller Responsibilities

- Prepare and analyze cash-flow projections
- Prepare budgets
- Negotiate financing

- Full cycle accounting including financial statement preparation, financial reporting and entries onto the GL, schedules and audit working papers for year-end financials
- Manage the day-to-day activities
- Process journal entries
- Prepare GST and WCB remittances
- Prepare AP and AR
- Maintain capital assets schedule
- Lead and mentor junior accountants and administrators as required
- Prepare month end reconciliation process
- Prepare monthly variance analysis for P&L items and for all balance sheet items
- Ensure compliance with internal controls and trouble shoot as appropriate
- Manage coordinated debt requirements
- Independently prepare ad-hoc reports from various sources of data and identify efficient and viable methods to perform data analysis to support Finance decisions
- Give presentations in department meetings monthly
- With the HR department, coordinate payroll and related remittances
- Prepare inter-company invoicing
- Prepare bank reconciliations

Project Account Responsibilities

- Create project/job profiles in the accounting system
- Tracks costs to budgets
- Enter costs to projects
- Maintain project-related records, including contracts and change orders
- Transfer of expenses into and out of project-related accounts
- Review and seek approval on supplier invoices related to a project
- Review and seek approval on time sheets for work related to a project
- Prepare overhead charges to be applied to a project and
- Review account totals related to project assets and expenses
- Investigate project variances and submit variance reports to management
- Prepare reports regarding unpaid contract billings, and seek payment

- Report on project profitability to management, opportunities for additional billings and remaining funding available for projects
- Create all project-related billings to customers
- Investigate all project expenses not billed to customers
- Respond to requests for more detail from customers
- Write-off any project-related billings that cannot be billed to or collected from customers
- Close out projects upon project completion
- Create and submit government reports and tax returns related to projects
- Compile information for internal and external auditors/stakeholders, as required

Experience and Skills Required

- A minimum of 6 years' experience in a full cycle accounting environment for organizations with more than one holding company
- A minimum of 4 years' experience job costing
- Bachelor's degree in accounting or finance preferred
- Professional accounting designation required (CA, CGA, CMA)
- Understanding of financing industry/terms
- Understanding of construction industry, knowledge of project contracts and change order documents
- Proficient in using MS Excel (intermediate to advanced level), MS Word, and recent experience using Sage100
- Accuracy and attention to detail is required
- Excellent technical accounting, bookkeeping and analytical skills
- Strong interpersonal, verbal and written communication skills
- Highly motivated, organized and able to work independently or as part of a team

And other related duties that may arise as the organization grows.

This is a fantastic opportunity to join a local growing construction development company, that will provide career growth potential as the organization grows. In addition to the great office culture, KFNE provides its employees with a comprehensive and competitive benefits package, which includes an employer matched Registered Retirement Savings Plan.

If this opportunity matches your skills, experience and career path, please provide us with a cover letter and resume as soon as possible, as this position is currently vacant and we want to fill it as quickly as possible.