

CONTROLLER (DUNCAN, BC)

On behalf of our client, the Promac Group, we are searching for a Controller to join their Duncan-based team. Having grown out of the amalgamation of machine shops in Duncan, Port Alberni, and Campbell River in the 1970s, Promac has built their reputation for quality products and developed expertise in all facets of machining, designing, and fabrication. Having already established a long track record of growth, Promac seeks to build upon their success to become a global leader in their industry. As a leading technology innovator and problem solver in their industry, Promac leverages their technical skills, engineering ingenuity, facilities, and equipment to meet virtually any challenge. The Promac team is experienced and knowledgeable, they work together to provide responsive and flexible solutions to all their customer's needs.

Reporting to the General Manager, the Controller is a key role within the organization. The Controller is responsible for oversight and management of all day-to-day operations of the Administration team, including accounting, purchasing, and payroll. As a leader in the company, the Controller will be a major contributor to the continued success and improvement of the organization. This is an exciting opportunity for someone with demonstrated financial expertise and knowledge, business acumen, and management skills to play an integral role in an established, but growing organization. The industry is poised for rapid expansion, making it an excellent time for Promac to further develop new technologies and push their manufacturing capabilities into an ever-increasing global market. The ideal Controller will strive to increase efficiencies and continuously improve upon the operations of their team, promoting continued and sustainable growth.

Key Responsibilities:

- Oversee the day-to-day operations of the administration team (accounting, purchasing, payroll)
- Provide support, training, and mentorship to the administration team
- Assist with the recruitment, training, and performance evaluation of the administration team
- Participate in financial planning activities
- Manage the production of annual budgets and forecasts
- Issue timely and complete financial statements
- Maintain a system of controls over accounting transactions
- Support operational leaders with budget maintenance and forecasting
- Minimize financial risk and steward assets with operational requirements
- Educate and assist others
- Foster a customer service "make it happen" approach
- Motivate, inspire, and instill confidence in direct reports

Skills & Qualifications:

- Post-Secondary education in Accounting or Business Administration
- Chartered Professional Accountant (CPA) designation is essential
- Three years' experience in a finance, business management, or operations management role

- Prior experience in Manufacturing industry is preferred
- A desire to work collaboratively with all levels of employees
- Strong technology skills and ability to work as a member of a multidisciplinary team
- Excellent follow up and tracking skills
- Demonstrated success in development relationships, both internal and external
- Excellent leadership and communication skills
- Ability to work well under pressure and meet set deadlines
- Attention to detail in all areas of work

This career opportunity will appeal to a self-motivated leader who enjoys setting up their team for success while delivering exceptional customer service.

If you are interested in learning more about this exciting opportunity, kindly forward your resume to Cayce.fedberg@clearchoicehr.ca. We thank all interested applicants, however, only those selected to move forward will be contacted.