

CONTROLLER

(SURREY, BC)

\$90,000 - \$120,000

On behalf of our client, Sky Windows, we are searching for a Controller to join their growing team. Located in Surrey, British Columbia, Sky Windows has helped commercial businesses with the supply and installation of windows since its inception in 2002. With countless unique projects, from small business repairs to commercial construction and new developments, they strive to provide a superior level of service to all their clients. Sky Windows has developed a strong reputation for bringing architecture to life on every sample of work, with a multitude of product options. Sky Windows is a trusted name in commercial glazing system installation, supplying and installing all types of projects, including concrete high rises, hospitality, commercial, and institutional buildings. The company has grown rapidly and has built a reputation for delivering exceptional final products while exceeding customer satisfaction, short delivery time and a fair cost.

Reporting to the President, the Controller will be a critical part of the team and responsible for managing the overall accounting operations of the organization. This is an exciting opportunity to join an organization where you can lead the accounting team in making sound financial decisions through the development of industry best practices. This position will be a hands-on role, requiring the successful candidate to roll up their sleeves and dive into day-to-day financial operations. The Controller will strive to increase efficiencies and continuously improve upon the operations of their team, promoting continued and sustainable growth.

Responsibilities:

- Manage the daily functions of the accounting department, including accounts payable, accounts receivable, general ledger, payroll, and financial transactions.
- Oversee the preparation of the company's budget and monitor the budget throughout the year, presenting variances to the management team.
- Prepare monthly financial statements for internal and external stakeholders.
- Develop and implement a system of accounting policies, procedures, and internal controls.
- Prepare reports as required by law, regulations, or company policies.
- Ensure compliance with accounting standards, policies, and procedures.
- Prepare the year-end documents for financial reporting and year end completion and act as liaison with the external accountants.
- Point of contact with vendors, banks, and lessors.
- Other tasks and duties as required.

Skills & Qualifications:

- Post-secondary education in Accounting, Finance or Business Administration with a minimum of 3 years of experience.
- CPA designation is an asset.
- Experience in a construction or manufacturing environment is considered an asset.
- Proficient in Microsoft suite of products and Quickbooks.
- Excellent technical and analytical skills with attention to detail and accuracy.
- Communicates strategically and efficiently, both written and verbally.
- Strong track record of managing full-cycle accounting operations.
- Proven ability to multi-task and have a "roll-up the sleeves" mentality.
- Ability to establish good working relationships, both internally and with external stakeholders
- Demonstrates passion and drive for the future of the organization.

This role will appeal to a results-oriented and self-motivated individual who is seeking to be part of a growing organization that is value-driven and collaborative. If you are someone who has demonstrated integrity while producing high-quality work and setting a positive culture for the organization, we want to share additional information about this opportunity with you; please send your resume to laise.sato@clearchoicehr.ca.