

Job Description:	Controller
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Scope of the Position:

Formula Contractors is a heavy civil construction Company which works primarily within forestry, mining, oil & gas, and renewable energy industries. Formula specializes in the construction of bridges, foundations, structures, as well as in steel erection, pile driving, and earthworks.

The successful candidate for the Controller position will be responsible for maintaining the accounting operations for Formula Contractors and will ensure: i.) The maintenance of an adequate system of accounting records; ii.) The implementation of a comprehensive set of controls and budgets designed to mitigate risks, enhance the accuracy of the Company's reported financial results, and ensure that reported results comply with accepted accounting principles and/or financial reporting standards; and, ii.) The production of periodic financial reports. The Controller will act as a resource to front line operations staff and assist them in fulfilling their responsibilities and the Company goals.

Responsibilities:

The successful candidate will have a broad range of responsibilities, including but not limited, to the following tasks:

Management:

- Serve as a key member of the senior management team and participate in the development of Company policies, strategic initiatives, operating models, and operational execution;
- Work with operations team to develop and maintain key supplier partnerships and efficiency gains;
- Maintain and enhance a documented program of accounting systems, policies, and procedures. Oversee the operations of the accounting department, including the design of an organizational structure to meet the Company's goals and objectives;
- Develop and/or mentor a team of two employees within the accounting department, including the management of work allocation, problem resolution, performance evaluation, and the enhancement of an effective team dynamic;

Purchasing:

- Develop and maintain effective relationships and communications with vendors, suppliers, and clients;
- Review purchase orders and resolve errors. Verify receipts and packing slips with purchase orders to ensure accuracy. File appropriate purchasing and receiving paperwork with administration. Process delivery acknowledgement receipts;
- Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued;

Transactions:

- Prepare a weekly cash flow budget as a management tool and a measure of Company liquidity. Oversee investment and asset management. Oversee financing strategies and activities, as well as banking relationships;
- Oversee all functions related to Accounts Receivable/ Accounts Payable;
- Ensure all governmental payroll and tax remittances are submitted on a timely basis. Manage Company payroll;
- Manage all functions related to Accounts Receivable/ Accounts Payable including ageing schedules and

management of exposure to bad debt;

- Ensure that Accounts Payable are paid in a timely manner and that all reasonable discounts are taken. Execute check signing;
- Ensure that accounts receivable are collected promptly;
- Ensure all governmental payroll and tax remittances are submitted on a timely basis. Ensure that company payroll is executed effectively and efficiently in a timely manner;
- Ensure that periodic banking reconciliations are completed;
- Ensure that required debt payments are made on a timely basis;
- Maintain the charts of accounts;
- Maintain an orderly accounting filing system;
- Maintain a system of controls over accounting transactions;

Financial Planning, Reporting & Analysis:

- Review all month-end closing activities, including general ledger maintenance, balance sheet reconciliations, and corporate/overhead cost allocation. Review/ develop/ maintain a real time job costing system;
- Recommend benchmarks against which to measure the performance of Company operations;
- Prepare and issue month-end, quarter-end, and year-end financial statements in a complete and timely fashion. Monthly financial statements must be prepared within 12 business days after month end in order to assist management with key decision making;
- Develop and execute analysis of various business initiatives (e.g. acquisition and payback analysis). Develop and implement a real time filing system for contracts and asset acquisition/dispositions and financing;

Compliance:

- Coordinate the provision of information to external auditors for annual audits;
- Comply with provincial and federal government reporting requirements (WCB, tax filings) where Formula has operations. Ensure all necessary filings are current and accurate;
- Oversee the Company's insurance program. Manage all support services such as bonding, project insurance, permitting, business licenses and general insurance. File annual reports with bonding and insurance providers.

Education & Training:

- A Bachelor's Degree in Business with a professional designation in Accounting (Certified General Accountant (CGA), Certified Managerial Accounting (CMA) designations, or Certified Accountant (CA)).

Experience:

- At least 5 years experience as a Controller or Chief Financial Officer (CFO) (or related experience);
- Experience working with information technology staff to manage finance and accounting software packages;
- Significant experience in, or knowledge of, accounting, including compliance and reporting;

Core Competencies:

- Strong leadership ability, team management, and interpersonal skills. Able to build and maintain relationships;
- Demonstrate the ability to communicate and interact effectively with all levels of the organization;
- Flexible to change and open to constructive feedback;
- Excellent analytical and abstract reasoning skills;
- Excellent planning, organizational, and time management skills;
- Able to work independently with minimal supervision and be proactive;
- Able to act as a resource for site management;
- Able to manage multiple priorities simultaneously in a fast-paced environment. Able to meet tight deadlines and work well under pressure. Is proactive, attentive to detail, action oriented, and results driven.