

Controller

As part of the senior leadership team, we are looking for an experienced Controller to be responsible for the financial operations of our companies; Landcor Data Corporation, LandQuest Realty Corporation and NIHO Land and Cattle Company. Working closely with the President and CEO, the Controller has the overall responsibility for financial planning, internal controls and compliance with regulatory requirements, capital management, taxation, risk management, payroll administration and budgeting.

Leadership

- Provide leadership to the development of continuous evaluation of short and long term strategic financial objectives.
- Manage the accounting team, including recruitment and selection, training, and performance management, etc.
- Ensure employees practices and all appropriate accounting procedures are in compliance with Accounting Standards.
- Provide executive management with advice on the financial implications of business activities.
- Establish and maintain strong relationships with senior executives so as to identify their needs and seek full range of business solutions.

Financial Control

- Manage processes for financial forecasting, budgets and consolidation and reporting across all companies in the NIHO Group.
- Provide recommendations to strategically enhance financial performance and business opportunities.
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, provincial, and local regulatory laws and rules for financial and tax reporting.
- Ensure credibility of Finance group by providing timely and accurate analysis of budgets, financial trends, and forecasts.
- Take hands-on lead position of developing, implementing, and maintaining a comprehensive job cost system.
- Provide advice on best practices of financial control and tax strategy to the President.
- Manage the capital request and budgeting process.
- Monitor all open legal issues.
- Ensure the group complies with all legal and regulatory requirements and administer all legal and insurance affairs.

Accounting & Finance

- Operate the day-to-day financial operations for all divisions.
- Prepare financial reporting packages for the President, including monthly reporting, cash flow analyses and investment dashboards.

- Prepare monthly financial reports for CEO and sales team.
- Manage annual audit including preparation of draft financial statements and working papers.
- Prepare financial summary for annual report.
- Manage cash, banking, and petty cash.
- Provide assistance with special project analysis as required.
- Manage financial cycles for 3 active companies (Landcor, LandQuest & NIHO):
 - Financial Statements
 - SRED Claim
 - Current Year: Weekly/ Monthly/ etc. Financial Projections
 - Variance reporting / Trend analysis

Payroll & Benefits - ADP

- Create employee files and keep records in accordance with the Personal Privacy Information Act.
- Ensure the integrity and effectiveness of the payroll process is maintained as the point of contact between payroll and the payroll service provider.
- Set up new employee payroll and benefits.
- Manage vacation and sick day accruals.
- Create employee verification letters as needed.
- Prepare and or review organization payroll for approval.
- Reconcile all Payroll and Benefit accounts and process month end journal entries.
- Prepare year end reconciliations and T4s administration.
- Reconcile CRA payroll tax accounts.
- Provide information to financial institutions for employment confirmation.
- Provide compensation information to employees as required.
- Negotiate and administer benefits program through provider.
- Provide benefit booklets and be the day-to-day contact for payroll & benefit inquiries.

WorkSafe BC

- Adhere to all regulations related to workplace injury reporting and follow up.
- Calculate, report and prepare remittances.

About You

- Natural leader with the ability to translate financial information into practical and useful information.
- Project Management: qualifications and experience interacting with multiple stakeholders.
- Communications: Excellent formal and interpersonal business management communications.
- Deep understanding of and experience applying financial systems.
- Annual Budget development, forward looking 3-5yr financial projections.
- Strong time management skills, with ability to work with aggressive deadlines when required.

Education and/or Experience

- Experience with family run businesses, working closely with the owners to support their vision.
- BS in Accounting or Finance, MBA and/or CPA highly desirable
- 10+ years in progressively responsible financial leadership roles, preferably in real estate development, property management, and/ or construction industry.
- Experience with NetSuite, Quick Books and Lone Wolf is required/ important.

Our office is centrally located in New Westminster, where we offer a competitive compensation package and an environment that offers opportunity for growth. Interested applicants can provide a letter of interest stating previous related experience and **salary expectations** along with their resume to: marionchrp@gmail.com as soon as possible and no later than May 10, 2021.

Thank you in advance to those that apply, we appreciate your interest. Only the most suitable will be contacted for an interview.