

Job Posting

Job Title: **Corporate Controller**
Business: CaraCo Group of Companies
Position Type: Full time
Salary: Based on Education and Experience
Closing Date: Thursday, August 2, 2018

HOW TO APPLY: please email your resume and cover letter to: connie@caraco.ca

PURPOSE

- Develop and maintain accounting practices to support the CaraCo group of companies
- Prepare financial statements, budgets, reports, and financial analyses
- Work effectively with CEO
- Manage, support, and direct accounting department

KEY RESPONSIBILITIES

Financial Reporting and Controlling

- Implement and maintain financial controls
- Issue complete, accurate and timely monthly financial statements, monthly building operating statements, operating and project budgets as required, monthly cash forecasts and quarterly actual to budget reports
- Highlight operating result variances
- Oversee bank reporting and compliance including project draw requests
- Report on all borrowing facilities to Senior Management
- Work with external accounts for all year-end financial and tax reporting
- Track benchmarks against which to measure the performance of company operations (KPIs)

Management

- Maintain a documented system of accounting policies and procedures
- Enforce internal control systems and budgeting

Maintenance of permanent corporate records

- Maintain hard and digital copies of new mortgages, financial statements, tax returns etc.

SKILLS

- Knowledge of industry's accounting principles and procedures
- Administration skills
- Proficient with MS Windows, Word, Excel, Yardi Voyager

- People management skills

EDUCATION AND EXPERIENCE

- Chartered Professional Accountant
- Minimum five years' related experience

Other Requirement

- Employment is conditional on a clean criminal records check

Accessibility accommodations are available for all parts of the recruitment and selection process. Please make needs known in advance.