

JOB POSTING

SIMPCW RESOURCES LLP
DEPARTMENT: ADMINISTRATION
POSITION: CONTROLLER

Reporting to the Chief Executive Officer, the Controller is responsible for planning, organizing, controlling and evaluating the overall full cycle accounting and financial processes, including conformity with GAAP for Simpcw Resources LLP.

The primary mandate and essential responsibilities will include:

- Provides leadership and direction to the Simpcw Resources LLP and its affiliated companies, ensuring proper financial accounting, budgeting, reporting, monitoring and accounting;
- Ensures the safeguarding of Simpcw Resources LLP's assets;
- Develops and implements financial policies, procedures and systems;
- Monitors and assesses the efficiency and effectiveness of the financial systems and software programs,
- Provides advise and direction to C.E.O. and the Board of Director on the Simpcw Resources LLP financial processes and functions;
- Prepares and presents quarterly and annual financial reports to CEO and Board of Director;
- Liaises and communicates with external auditors, funding agencies, customers and suppliers so as to maximize the effectiveness of the Finance department and the Simpcw Resources LLP and its affiliated companies;
- Directs routine accounting functions such as Payroll, Accounts Payable, Accounts Receivable, bank reconciliations, billings & collections, inventory management and membership lists;
- Performs general human resources management functions, including department hiring, training, development, motivation, succession planning and discipline;
- Reviews, analyzes and maintains adequate insurance for Simpcw Resources LLP assets and risks;

The challenging responsibilities of this position will appeal to the professional who possess a university degree in Accounting and an Accounting designation (CA, CGA, CMA or AFOA) preferred, or equivalent, and is supported by a minimum of 5 years demonstrated experience in an accounting environment, with at least 2 years in a supervisory and/or senior management position. Previous experience and knowledge of major infrastructure development projects in the construction, forestry, renewable energy and pipeline disciplines is essential. Experience in a First Nations environment would be an asset.

Other key requirements include excellent communication skills, strong organizational skills, the ability to set and manage priorities and meet deadlines, proficiency in team building, strong leadership and mentoring skills, uncompromising work ethic and close attention to detail, an ability to work collaboratively as a team, and good computer skills with Microsoft office, including Word, Excel, Outlook and financial software (Traqspera data base and Sage). The ability to adapt, undertake multiple tasks and respond quickly to changing priorities is imperative.

If you possess the necessary qualifications and skills, please forward your cover letter, resume and salary expectations, in strictest confidence, by Friday, February 8th, 2019, to:

Adam Alexander & Associates
C/o Bill W. Gallis, Senior Principal
Human Resources Management Consultants
968 Nicola Street, Kamloops, B.C., V2C 2R9
bgallis@telus.net
www.adamalexander.ca

Please quote Controller in the subject line.

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