

Division Controller

Anything. Possible.

NorLand Limited is a diverse group of 15 specialized heavy construction businesses that have been serving the construction industry since 1954. Our Brand Promise is to continue making **Anything Possible** – just as we’ve been doing for over 65 years. Joining our family means bringing your diverse ideas to the table every day. Rolling up your sleeves and getting the job done, you’ll be working with a trusting team of diverse professionals, and go home safely every day, passionate and proud of what you have helped to build.

Construction Drilling Inc. (CDI) specializes in unique and difficult drilling solutions. With a fleet of drilling equipment and our experienced team, Construction Drilling take pride in our dedication and delivery of high-quality construction drilling solutions. We are fortunate to have become an employer of choice for some of the best trades people in the industry.

CDI has an exciting opportunity for a **Division Controller** based in **Duncan, BC**. This position will report to the Director, Operations Accounting for the Civil and Heavy Construction Group and will be expected to work closely with the General Manager and Project Managers to ensure effective and accurate full cycle accounting for CDI.

Key Accountabilities:

- Manage the accounting and compliance needs for the business
- Maintain effective monthly reporting to support business decisions
- Establish and maintain governance and internal controls to minimize risk and drive continuous improvement of accounting functions within the business
- Supervise and monitor the performance of the business unit accounting team including accountants, AR, AP, payroll and office administration staff
- Support managers in budgeting, forecasting and business planning for the business

Responsibilities:

- Manage accounting, office administration, financial reporting, and governmental compliance for the business unit
- Ensure accuracy of job costing and all other accounting transactions to drive quality reporting
- Ensure alignment with SOPs to support improved reporting, risk mitigation, governance, and control
- Financial forecasting, analysis, and variance to budget explanations
- Drive cost control and implement value added initiatives
- Prepare annual operating and capital budgets for the business
- Conduct project reviews and work in progress or deferred revenue analysis and prepare cost-to-complete schedules and job cost analysis
- Assist project management in securing work, including pre-qualification preparation and bid support
- Perform duties relating to contract review and administration
- Ensure financial, operational, and year-end reporting is accurate, timely and relevant
- Prepare monthly business unit financial statements and proforma statements
- Prepare working papers supporting the monthly close process and month-end balances
- Prepare month-end adjusting journal entries for the business unit

- Maintain project status in Sage, including creating jobs, phases and billing items, importing estimates, projection updates and bid job set ups
- Manage working capital by effective monitoring and control of AP/AR including AR risk reporting
- Support procurement in vendor take-on and setup processes and ensuring effective procure-to-pay governance
- Prepare equipment transactions and provide support in equipment setups
- Provide support to Operations for inventory counts and ensure effective control of inventory on hand
- Complete projects as assigned by the CFO or Director, Operations Accounting

Qualifications:

- CPA designation with at least 3 years of post-designation experience
- Strong leadership abilities with prior supervisory, mentorship and performance management experience
- Proficient in MS office applications, particularly MS Excel
- Experience in the construction industry and / or experience in job costing preferred
- Operations oriented; strong business sense with analytical mindset
- Results orientated, self-starting, team player willing to work collaboratively towards achieving the strategic goals of the company
- Excellent interpersonal and written communication skills

If you feel you are qualified for this role, please submit your resume to recruitment@norlandlimited.com quoting “**Division Controller**” in the subject line.

CDI and NorLand Limited are committed to equity, diversity and inclusion in our recruitment and hiring practices.

Only candidates who are most qualified for the position will be contacted.