

Divisional Controller – Port Kells/Surrey

Anything. Possible.

NorLand Limited is diverse group of 19 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. NorLand offers rewarding careers to skilled, reliable, and motivated individuals who enjoy meeting new challenges and taking a hands-on approach while working independently or alongside other experienced professionals.

We are looking for a new team member to fill the position of **Divisional Controller** for our Traxxon Foundation Equipment and Traxxon Rock Drills business units. Reporting to the Group Controller – Industrial, the **Divisional Controller** will be based at our office in Port Kells and will work closely with accounting staff and the other business units to support the workings of the accounting department efficiently and effectively.

Responsibilities:

- Supervise AP, AR, and other daily activities of the accounting department
- Prepare month-end working papers and provide meaningful narrative for month end financial meetings
- Secure and maintain important financial records and documents
- Ensure accurate and timely recording of financial transactions in the ERP system
- Supervise, train and mentor a team of 2-3 people
- Manage customer and vendor master
- Prepare weekly cash reports and process bank reconciliations
- Review payment runs to ensure completeness of supporting documents
- Reconcile GL balances to subledger (AR, AP, accruals, WIP, inventory) and process adjustments as required
- Prepare calculations and worksheets in support of an adjusting entry including accruals and provisions
- Identify and develop policies, procedures, and systems in view of improving processes and workflow
- Research, track, document and resolve accounting issues
- Assist with budgeting and audit requests
- Prepare support and submissions in connection with tax filings
- Maintain fixed assets and depreciation schedules
- Review labour report and make sure that all time entries are accurately captured for payroll processing
- Provide feedback to sales department on customer contracts, costing, and sales profitability
- Review and reconcile head office charges
- Keep up to date on regulatory changes involving sales taxes such as GST, PST, HST, QST that might affect existing company policies, systems, and processes

Qualifications:

- Minimum 5 years of accounting experience with at least 3 years in a supervisory role
- CPA designation is required
- Proficient with MS Office Software, particularly Excel
- Self-starting, team player willing to work collaboratively towards achieving the strategic goals of the company
- Proven knowledge of finance, accounting, and cost controls
- Excellent verbal and written communication skills
- Ability to manage multiple concurrent projects, embrace ambiguity and creatively solve business problems
- Strong interpersonal skills, with the ability to build effective working relationships at all levels across the various business functions

Please submit resumes to recruitment@norlandlimited.com quoting “**Divisional Controller**” in the subject line.

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