

Position Title - CONTROLLER

Job Description

Controller position in a growing Software and Services Company located in the west-end of Ottawa. Reporting to the President and Vice-President, you will be responsible for all day-to-day accounting functions as well as the month-end cycle including preparation of financial statements. A detailed list of responsibilities is as follows:

- Manage and process Payroll on timely basis, preparation of T4s
- Accounts Payable, entering, processing and payment of invoices
- Work with the Director of Client Services and Project Managers in the preparation of client invoices and timely collection and deposit of client payments
- Manage banking requirements and bank account activity
- Ensure all signing authorities, accounting policies and controls are complied with
- Work with project management to ensure accurate recording of revenue/costs
- Closing of month-end accounting cycle on timely basis (record all accounting transactions, perform general ledger review, prepare balance sheet reconciliations)
- Preparation and analysis of month-end financial statements and management performance reports. Present to management by the 15th of the following month.
- Preparation of cash and P&L forecasts
- Work with management team to ensure successful operation of new ERP system
- Timely preparation of HST, EHT, WSIB, payroll and other required tax compliance filings and remittances
- Liaise with external accountants to ensure timely completion of annual financial statements and income tax, T5, T3 and SRED filings
- Maintain all accounting records
- Other responsibilities as assigned

Qualifications

- Professional Accounting Designation or very close to completion
- 5+ years of accounting experience, supervisory experience would be an asset
- Strong communication skills
- Ability to work independently but effective team player
- Advanced computer and excel skills
- Good working knowledge of computerized accounting systems

Compensation

- Salary range \$65,000 - \$75,000
- Comprehensive benefits package

We thank all participants in advance and advise that only those candidates selected for an interview will be contacted. Interested candidates should submit their resume to kgrezaud@logankatz.com.