



## Assistant Controller

<b>FLSA:</b>	Exempt
<b>Department:</b>	Accounting
<b>Reports to:</b>	Controller
<b>General Purpose:</b>	Assist the Controller in managing the finance and accounting department providing information, primarily financial in nature, about all company activities that will assist management, its owners and board members in making educated economic decisions about the company's future.

### Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Accounting - Daily/Weekly/Monthly Duties

- ◆ Ensure that accounts payable are coded properly and paid in a timely manner
- ◆ Ensure that group billings and accounts receivable are collected promptly
- ◆ Review vendor account reconciliations on monthly basis
- ◆ Ensure that periodic bank reconciliations are completed
- ◆ Maintain a system of controls over accounting transactions
- ◆ Assist Controller in delivering financial statements to management

### Reporting

- ◆ All period-end (monthly and annual) related activities, assist in the preparation and issuance of complete monthly statements including Balance Sheet, P&L and Cash Flow statements
- ◆ Prepare and file monthly sales tax returns.
- ◆ Assist the Controller in the preparation of the annual budget and forecasts
- ◆ Calculate variances from the budget and report significant issues to management
- ◆ Provide for a system of management cost reports

### Competencies:

1. Financial Management.
2. Technical Capacity.
3. Performance Management.
4. Ethical Conduct.
5. Communication Proficiency.
6. Personal Effectiveness/Credibility.
7. Guest Focus.

### Supervisory Responsibility:

- ◆ This position is responsible for managing certain aspects of the accounting department.

### Work Environment/Noise:

- ◆ This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### Physical Demands:

- ◆ This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

### Position Type/Expected Hours of Work:

- ◆ This is a full-time position. Days and hours of work are Monday through Friday, 8:00am to 4:30pm. Evening and weekend work may be required as job duties demand, but is very infrequent.

### Travel:

- ◆ No travel required.

**Education/Experience:**

- ◆ Bachelor's degree in Accounting
- ◆ Five plus years of experience
- ◆ CPA Certificate

**Certificates/Licenses:**

- ◆ Valid Driving License and company approval to drive company vehicles.

**Safety Equipment:**

- ◆ PPE as and when required for specific tasks or duties.

**EEO Statement:**

- ◆ Our organization will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex sexual orientation, disability, age, marital status, familial status, membership or activity in local human rights commission, or status with regard to public assistance. We will take affirmative steps to ensure that all of our company's employment practices are free of discrimination. We will provide reasonable accommodation to applicants and employees with disabilities whenever possible.

**Other duties:**

- ◆ Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without reason.

**Uniform Requirements:**

- ◆ Business attire - See Uniform standards in Employee Handbook.

**Job Knowledge, Skill, and Ability Preferences:**

- ◆ Must be flexible, dependable, and able to multi-task while managing priorities and initiatives
- ◆ Ability to work independently and in a team
- ◆ Good verbal, written and analytical skills
- ◆ Responsible for implementing and maintaining excellent service to achieve guest satisfaction.
- ◆ Maintains a pro-active "can-do" attitude