



Controller

Cole Harbour Place is a 200,000 square foot sport and recreation facility located in Cole Harbour, Nova Scotia. We are here to serve and accommodate members of our local and surrounding communities to achieve their personal health and wellness goals. The facility includes pools, rinks, weight room and training centre, dance and fitness studios, spin studio, squash courts, various meeting rooms as well as multiple community minded tenants.

POSITION SUMMARY

We're currently seeking a Controller for a full-time permanent position. We are looking for an experienced controller who will be responsible for the accurate and timely financial management of the organization. The successful applicant will be responsible for the accounting operations, production of monthly financial statements, and maintenance of accounting records.

This position requires full-time work, 40 hours per week, Monday to Friday, but at times must show a willingness to be flexible and work outside of regular hours. Daily worked hours can be flexible and there is an opportunity to work from home a few days a week.

DUTIES and RESPONSIBILITIES

Management

- Maintains and enforces a documented system of accounting policies and procedures
- Manage outsourced functions
- Oversee the operations of all accounting, including the design of an organizational structure adequate for achieving the facilities goals and objectives

Transactions

- Ensure that accounts payable are paid in a timely manner
- Ensure that accounts receivable are collected promptly
- Process payroll in a timely manner
- Ensure that monthly bank reconciliations are completed
- Ensure that required debt payments are made on a timely basis!!!!
- Maintain the chart of accounts
- Record monthly journal entries
- Remit monthly HST
- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions
- Ensure all month end financial duties and all financial reporting requirements are completed in a timely and accurate manner

Reporting

- Issue timely and complete financial statements
- Coordinate the preparation of the corporate annual report
- Recommend benchmarks against which to measure the performance of company operations
- Calculate and issue financial and operating metrics
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

Compliance

- Coordinate the provision of information to external auditors for the annual audit
- Monitor debt levels and compliance with debt covenants
- Comply with all government reporting requirements and tax filings

QUALIFICATIONS

Education & Experience

- Bachelor's degree in business, accounting, finance, or related field
- Proven work experience in accounting or a related field
- Understanding of applicable laws and regulations
- Understanding of economic principles, financial markets, and banking
- Understanding of financial data analysis and reporting
- Knowledge of payroll, accounts payable, and accounts receivable functions
- Ability to deliver quality work on tight deadlines, with strong organization and priority setting skills
- Proven experience in financial project management
- Advanced computer skills, specifically in Excel
- Must be able to communicate financial information into sound business language so people of all levels can understand
- Knowledge of federal regulation on taxes and reporting
- Deep understanding of finance

COMPENSATION

Salary Range: \$72,000- 78,000 annually. Salary will commensurate with education and experience.

WHAT'S IN IT FOR YOU?

- Group benefits and pension plan
- Free family membership to Cole Harbour Place
- Paid Vacation
- Free Parking
- Flexible working schedule
- A dynamic work environment committed to extraordinary staff and customer satisfaction

Please note that a Criminal Record check will be required as part of the hiring process

APPLICATION PROCESS

To apply, please submit a covering letter and resume outlining how you meet the specific qualifications listed in the job posting to Jen Heddon at jheddon@coleharbourplace.com no later than 5:00 pm on November 30, 2022.

Please include the position you are applying for in the subject line. Failure to properly identify your application or attach working documents may result in your application being omitted.