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## Accountant / Controller

Secure-Rite Mobile Storage Inc. — Kelowna, BC

Apply Now

### **JOB DESCRIPTION - ACCOUNTANT / CONTROLLER**

Are you a seasoned financial talent that is looking for a new opportunity with an award-winning family owned company that knows that **People Matter Most** - and proves it every day? If so, this newly created position (second person in a two-person Finance Team), may be exactly what you are looking for.

### **Summary**

In this position, the Controller will oversee all financial aspects of Secure-Rite Mobile Storage to ensure that the company remains profitable, maintains a strong cash flow position, and is financially stable. The Controller will ensure that all corporate files and accounts are organized and up to date, and all company financial performance is tracked and measured. This financial information is critical to the ongoing success of this company.

### **Position in Company**

- Reports to General Manager
- Direct Supervision of Bookkeeper

### **Qualifications**

- Must have a minimum of five years of accounting experience
- CPA credential preferred – a combination of experience and education will be considered
- Must have a strong working knowledge of Quick Books
- Must have working knowledge of Excel, Word, Outlook
- **Must be willing to mentor existing Bookkeeper**

### **Responsibilities and Duties:**

#### **Daily oversight of finance operations**

- o Mentor and provide guidance to Bookkeeper
- o Participate on the Strategic Planning Team (SPT – senior management team), representing finance
- o Oversee A/R and A/P, providing guidance and leadership on collections calls or auction
- o Oversee and provide guidance for payroll ensuring timely and accurate payments to employees
- o Develop and maintain a business case template for Secure-Rite, use this to advise on business opportunities, as required.

### **Financial Statements**

- o Ensure that monthly financial statements and ratio analysis are correct prior to bookkeeper submission to General Manager & President monthly by the 15th
- o Work with General Manager & President to create financial projections each year
- o Communicate with General Manager & President regarding financial decisions

### **Internal Financial Controls**

- o Create and manage internal controls, systems and processes to ensure timeliness and accuracy of systems
- o Auditing of historical financial information for reliability and compliance

### **Budget**

- o Development, tracking and reporting of actual to budget for all Secure-Rite business sectors

### **Banking**

- o Management of compliance with any debt or investment covenants
- o Management of external relationships with accounting, auditors, tax advisors and bankers
- o Oversee management and reporting on all loans and banking instruments

### **Risk Management**

- o Create, maintain, manage and advise on a risk ledger for Secure-Rite

### **Insurance / Benefits**

- o Management and oversight of insurance to ensure all policies are up to date and meeting the current business needs of Secure-Rite.

- o Oversee Secure-Rite benefit plan to ensure that we are getting the best value in the market

### **Cash Flow**

- o Strategic cashflow management and scheduling of payments

### **Administration**

- o Oversight and approval of journal entries
- o Oversight of employee profit sharing, benefits, and vacation
- o Ensure compliance with regulatory authorities ensuring documentation for any workplace accidents or injuries occurs in a timely accurate manner

The above job description is not intended to be exhaustive but merely to serve as a guideline for the general role to be played by the Controller as a member of the team at Secure-Rite Mobile Storage Inc. The Controller may be required to perform a number of additional duties at the request of Secure-Rite, which contribute to the overall goals of Secure-Rite. Training and support will be provided to the Controller, as necessary.

Reference ID: C2021K

Expected start date: 2021-11-01