

# Financial Controller/Accounting Manager

## Region: Campbell River, Vancouver Island, BC

### **Position Summary:**

As a leader to the administrative team and reporting to the Owner/President and Construction Manager, you will be part of a dynamic group of construction professionals taking on small to mid-sized civil utilities and infrastructure projects. This leadership role will be responsible for implementing and improving office policies and procedures, overseeing Accounts Receivables and Accounts Payables, banking processes and financial reporting.

### **Duties and Responsibilities:**

- Manage and track Accounts Receivables and Accounts Payables.
- Manage and implement office policies and procedures and oversee the operations of the administrative team.
- Maintain files and records.
- Compile and review information for external auditors for audits and reviews of federal government reporting requirements and tax filings.
- Prepare and submit GST and PST tax submissions.
- Compile and prepare accounting information for fiscal year end.
- Prepare bank reconciliations, financial reports and process banking transactions.
- Prepare on an as required basis, up to date company financial status reports.
- Maintain positive relationships with all clients, vendors, contract administrators and the Wacor team.
- Perform additional tasks, assignments and responsibilities as required.

### **Education and Qualifications:**

- Post-secondary education related to accounting, business administration or an equivalent combination of training, education and experience.
- 10+ years of accounting, bookkeeping and accounting systems experience.
- 2+ years in an administrative leadership role.
- C.P.A. considered a strong asset.
- Experience in the Construction Industry considered an asset.

### **Skill Requirements:**

- Excellent computer skills and proficiency with Microsoft Office Suite. Experience with Sage 100 considered an asset.
- Well organized, fast learner and excellent time management skills.
- Excellent problem solving and communication skills.
- High level of attention to detail and accuracy.
- Strong leadership and interpersonal skills.

**Compensation:**

Wacor offers a competitive compensation and benefits package which will be commensurate with experience and education.

**About Wacor:**

Wacor Holdings Ltd. has grown from a small family operation to one of the largest civil infrastructure contractors on Central Vancouver Island. Possessing a large fleet of trucks and equipment, the company has a diversified background in several construction markets. Wacor's list of completed jobs includes roads and highways, mining, airport runway rehabilitation, infrastructure replacement, residential and commercial subdivision developments, and landfill closure projects. Wacor is currently implementing its growth strategy by hiring and investing in experienced leaders in the construction industry who share the same vision of safety, quality, and service.

Wacor supports a collaborative team environment and values motivated individuals who take pride in their work. If you want to be part of an energetic, exciting team of professionals, and want to work in an environment where hard work is recognized, appreciated and rewarded, please apply for this position by emailing your cover letter and resume to [projects.coordinator@wacor.ca](mailto:projects.coordinator@wacor.ca).

Please note that this posting will close at 4:00pm on Friday, January 19, 2018 and only those who are shortlisted for an interview will be contacted. We would like to thank all applicants for their time and interest in applying to this position.