

Job Outline for: Controller

February 12, 2018

At S3 Enterprises, the Controller leads financial operations and ensures that administrative information and systems are in keeping with corporate objectives. The successful candidate will be a values-driven, results focused individual capable of producing financial results and successfully coaching and overseeing administrative employees.

Job Overview:

- Oversee and perform Accounts Payable, Accounts Receivable and Payroll functions
- Prepare month-end & year-end consolidated financial statements
- Review the month-end packages prepared by the other S3 business units
- Set up, train, and audit internal controls in all S3 business units
- Provide reports for management
- Set up and audit financial and administrative systems
- Oversee general office functions
- Monitor key performance indicators
- Co-ordinate with other S3 business units
- Co-ordinate the annual budgeting process for all S3 business units

Requirements:

- 3-5 years previous accounting experience
- Supervisory experience
- Relative education (ie: degree, designation or diploma in accounting discipline)
- Strong understanding of fundamental accounting principles specific to manufacturing
- Proficiency with Microsoft Office Suite, with high levels skills in Word, Excel and Outlook
- The ability to monitor and enforce multi-team project deadlines and reporting
- Initiative in problem solving
- Strong business sense
- The ability to self-teach

Our team relies on each other to be transparent and to make decisions that are in the best interest of the company. We expect each other to promote our corporate values of joy, character, honour and integrity at all times, and to actively support our companies' leaders.

Why work with us?

Challenge and opportunity typify every career at S3. In addition, we offer:

- Competitive salary
- RRSP matching and bonus programs
- Challenging, respectful work environment
- Comprehensive benefits package
- Educational & health allowances
- Advancement opportunities

Please apply by email to careers@S3enterprises.com.