



Job Description - Controller (*full time, permanent*)

As Fairwinds Controller, you will oversee the accounting team (2 employees). Reporting directly to the Ownership group and the General Manager, you will be responsible for oversight of all financial and government reporting for the multiple outlets (golf, marina, wellness centre), along with any development projects. You will work closely with the accounting staff and operations managers to ensure a consistent flow of financial data to produce accurate and timely monthly financial statements and other ad hoc analysis to the management team.

RESPONSIBILITIES:

- Provide leadership and oversight of the accounting department, including mentorship to a CPA student
- Review of staff monthly working papers; payroll journals and adjusting entries
- Review of financial statements and other reporting for parent company
- Review of staff prepared government filings
- Oversight of General Ledger and overall QuickBooks management
- Review of policy and procedures manual to be created for accounting processes
- Issue identification and project management of financial process improvement
- Payroll management
- Ad hoc financial analysis as required by the ownership group
- Year end coordination and support if required
- Oversight of cash management/cash flow
- Full cycle accounting pertaining to active development projects, including but not limited to:
 - assist in the preparation of development project budgets
 - maintain project budgets through the development process, including monthly variance analysis
 - oversight of accounts payable

REQUIREMENTS

- CPA Professional designation required (CA/CMA/CGA)
- 5+ years previous industry experience in a similar role
- Proficiency in MS Office tools and especially excel
- Proficiency in QuickBooks
- Self-motivation and personal initiative are a must
- Excellent verbal and written communication skills are a must
- Strong leadership skills and both the ability and desire to mentor and direct junior staff
- An uncompromising work ethic and close attention to detail
- An analytical mindset with the ability to incorporate operational needs to analysis and also work jointly with operation managers to develop meaningful models and reports
- Ability to multi-task and meet deadlines through work organization and efficiency
- Preference given to an individual who has been involved in the development and implementation of policies and procedures

This is a great opportunity for someone looking for a full-time, multi-faceted, rewarding leadership role with a stable and reputable company. Fairwinds offers a competitive compensation package, commensurate with experience.

How to Apply

Please submit your resume and cover letter to bstanderwick@fairwinds.ca . We thank all applicants for their interest, however only those selected for an interview will be contacted.