



Senior Financial Controller Job Description

FairTradeWorks is a construction project management service for residential and commercial clients who are building new structures or renovating. Our portfolio is vast and ranges from the smallest bathroom renovation, to heritage restorations, to brand new luxury homes. Our goal is to make building and renovating enjoyable as well as successful and we need team members who want to assist in our long-term goal of being our client's construction brand for life.

We don't like to say we just 'work' at **FairTradeWorks**, it's much more than that. Here at **FairTradeWorks** we are disruptors in the industry, we don't just get through our workdays by being ordinary. We challenge our team to be the best at what they do. We invite only people who love to be the best they can be, who want to engage others and think out of the box.

A **FairTradeWorks** Senior Financial Controller is responsible for maintaining our financial records, including purchases, sales, receipts and payments. Ultimately, the Controller's responsibilities are to accurately record all day to day financial transactions of the Company.

Responsibilities and Duties:

Duties below are required for both British Columbia and Ontario

- Organize and manage all finances for the Company
- Assist in the creation of a strategic financial plan
- Budget, forecast, and help oversee current and future investments and capital structures
- Advise on methods to increase revenue and bring down costs
- Report to and work with the President on all financial matters
- Assess financial risks and work to minimize them, always staying abreast to any changes in the market and communicating them to the President
- Create financial outlook reports and ensure Company funds are sufficient
- Manage and track budget and accounting information including billing, collections, and tax information
- Record day-to-day financial transactions and complete the posting process
- Verify all source documents and record in the correct day book, supplier's ledger, client ledger and general ledger
- Balance the general ledger by preparing a trial balance
- High level financial reporting and analysis
- Perform partial checks of the posting process
- Process accounts receivable/payable
- Consolidate budgets regularly
- Vendor management and negotiation
- Manage data flow and accountability from departments that affect accounting and finance
- Manage and execute department budgets
- Manage cash flow
- Manage debt and collections
- Prepare tax documents
- Ensure compliance with statutory law and financial regulations
- Process payroll
- Manage Finance Department



Requirements & Qualifications:

- Professional accounting designation (CA, CMA or CPA)
- 10+ years' experience in a Senior Financial Managerial Position
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills, along with a knack for numbers
- Hands on experience with spreadsheets and proprietary software
- Advanced computer skills, including proficiency in MS office and Microsoft Dynamics SL financial reporting software
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail
- Excellent interpersonal skills as well as conflict resolution abilities
- Exceptional phone and client care skills
- Must have superior organization and time management skills

Education and/or Experience: An MBA or CPA is highly desirable. At least 10 years' experience in the finance industry and managing a team is a must. They must be able to engage with staff at all levels of the organization and exercise sound judgement.

Other Skills and Abilities: Integrity and high commitment are essential in this position. As is being open minded, client care oriented while still maintaining a strong business sense. Must be proficient in Microsoft Office applications, with Advanced Microsoft Excel skills.

Language Skills: Ability to read and comprehend advanced communications as well as short yet professional and concise correspondence. Ability to effectively present information one-on-one and in small group situations to clients and other professionals. In addition, this employee will have to have above average negotiation skills.

Mathematical Skills: Above average mathematical skills are necessary for this position along with report compilation.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions or make appropriate job decisions following the standard Company polices and past precedents. Think through the consequences of a decision prior to making it.

Position Competencies:

- Creativity/ Enthusiasm
- Analytical Skills/ Excellent communicator
- Initiative/ Ambitious
- Flexibility/Adaptability
- Problem Solving/ Team Skills
- Organizing/Planning Ability
- Passion for Construction & development
- Honest and straight forward
- Quick thinker/ Fast mover
- Extremely hard working with self-driven



FAIRTRADEWORKSTM
we ARE construction

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Working Conditions:

- Work area may have fluorescent lighting and air conditioning
- Moderate to loud noise level
- Fast-paced environment: subject to numerous schedule and priority changes and short notice activities

Pre – Employment Requirements:

- Candidates selected for hire must be able to pass a pre-employment police background check
- Candidates selected for hire must have a valid BC driver license and provide a driving abstract

Reports to: President

Additional Duties: This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.