



ASSISTANT CONTROLLER

Fraser River Pile & Dredge (GP) Inc. is the leading marine construction and dredging company in Western Canada with an extensive fleet of barges, cranes, and specialized pile driving and dredging equipment. We are looking for a dynamic individual to manage the Company's transactional accounting function and the accurate and timely preparation of the monthly financial statements and management reports. In addition to evaluating and maintaining internal controls, managing the AP Department and delivering year-end audit requirements, below are a few of the responsibilities for this role:

Key Responsibilities:

- Prepare consolidated monthly financial statements and quarterly legal financial statements in accordance with GAAP and ASPE
- Develop, implement and maintain efficient and effective system wide internal controls and related policies and procedures
- Increase functional excellence and organizational capacity through process (re)design and automation
- Advise and assist Controller on specific departmental functions, particularly as it may relate to discrepancies or unusual situations
- Calculate monthly amortization amounts for intangible assets, major repairs and maintenance reserve, prepaid expenses and deferred finance charges
- Oversee the performance of all monthly bank reconciliations, together with the booking of any reconciling items
- Prepare working papers for auditors, at both interim and year-end
- Prepare monthly GST, PST and NRT tax returns, and payment thereof
- Online banking inquiries and transactions, such as checking for electronic deposits, approving wire and EFT payments, and the weekly payment of statutory payroll deductions to the Receiver General
- Provide backup for accounts receivable functions, including invoicing, outstanding accounts receivable analysis and WIP
- Annual inventory counts for the Department of Fisheries and Oceans
- Provide back-up when the Controller is out of the office

Required Skills:

- Ability to provide technical accounting financial leadership and team management
- A high level of competency of GAAP and specifically Canadian Accounting Standards for Private Enterprises (ASPE)
- Experience increasing functional excellence and organizational capacity through process (re)design and automation
- Management of external audit processes
- Construction and project management experience would be highly beneficial
- Competent in Outlook, Excel, Word and Sage 300

Qualifications:

- Education: CPA Accounting Designation
- Experience: 5 to 8 years in a hands-on computerized accounting environment as a senior accountant or Assistant Controller, including 2 to 3 years' supervisory experience
- Strong use and understanding of ERP systems

Qualified candidates are invited to submit their application with a cover letter to careers@frpd.com (please state job title in email subject line)

We thank all applicants for their interest; however only those selected for an interview will be contacted.