



## Controller – Construction

Established in 1989, Terlin has become a leader and innovator in full-service general contracting and project management for retail, commercial, infrastructure security, and institutional clients. Distinguished by their end-to-end approach and unparalleled reputation for quality and reliability, Terlin's state-of-the-art facility houses their custom millwork shop which provides an exclusive focus on the specialized needs of their clients. From design through construction and service, Terlin handles every aspect of construction and delivers outstanding and consistent results.

**The Terlin Team** is a talented and driven group of experts, trades-people, designers, and project managers. In addition to their skilled partners and sub-trades, Terlin's complete team is made up of close to 200 dedicated individuals – each committed to making customer service and satisfaction their highest priorities. **And they are always looking for great people to join their team!**

### The Opportunity

Terlin is currently searching for a fulltime, experienced, and dynamic **Controller** to join their company. The environment is fast-paced and growth-oriented – ideally suited for individuals who like to take charge and are driven to build on current successes.

### Responsibilities

The Controller is an integral member of the Finance team – responsible for undertaking all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures. The ideal candidate will have proven construction industry experience as an accountant in a senior role. As a strong communicator and skilled financial analyst, they will make it their mission to streamline Terlin's billing and financial reporting processes. The Controller will produce thorough and timely financial-status reports for senior management to help improve operational efficiency and aid in continued growth.

Specifically, the Controller will be responsible for:

- Planning, directing, and coordinating all financial operational functions including accounts receivable, accounts payable, inventory, job cost accounting, and close-out processes
- Developing, implementing, and maintaining a system of internal financial controls and guidelines
- Achieving budgeting goals with proper scheduling, analysis, and corrective action
- Analyzing and managing Work-In-Progress reporting and General Ledger
- Coordinating quarterly accounting reviews, annual audits, and tax returns
- Maintaining required registrations, business and tax licenses, etc.
- Overseeing complete billing process with the project management group
- Performing margin analysis on projects for improved cost management and increased profits
- Maximizing payroll efficiency through innovative process development and the auditing of payroll and final process
- Cash flow management and forecasting
- Producing ad hoc reporting as required
- Providing timely and comprehensive financial reports and updates to senior management by creating, evaluating, analyzing, and reporting appropriate data
- Managing and monitoring all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP and regulatory standards
- Maintaining internal control safeguards and risk management for the receipt of revenue, costs, and organizational budgets and actual expenditures
- Reporting to the bank
- In conjunction with the CFO, establishing financial and operating benchmarks, budgets, program monitoring, and reporting standards on a bi-weekly, monthly, and annual basis.
- Implementing consistent accounting policies, practices, and procedures – upholding federal and provincial legal standards by remaining knowledgeable about existing, new, and future legislation
- Developing and enforcing internal controls to maximize protection of company assets, policies, procedures, and workflow
- Hiring, training, supporting, overseeing, motivating, and retaining skilled accounting staff with dynamic leadership that creates an environment of trust and productivity

- Following the procedure established by the organization to evaluate project results regarding schedule, costs, client relationships, quality, activities and other performance
- Protecting operations by keeping financial information and plans confidential
- Completing month-end and year-end close process
- Ensuring quality control over financial transactions and financial reporting
- Additional controller duties as necessary

The successful candidate is a self-starter who possesses excellent communication skills, is extremely organized, detail-oriented, has a positive attitude, and a strong collaborative approach.

### **Qualifications**

- 10+ years' experience as a senior-level accounting or finance manager within the construction and manufacturing industries
- CPA designation would be highly preferred
- Thorough knowledge of accounting principles and procedures and well as detailed financial data analysis
- Proven payroll experience, with a focus on streamlining accounting processes
- Experience with creating financial statements, general ledger functions and the month-end/year end close process
- Strong understanding of banking processes
- Excellent QuickBooks, time-management, and administration skills
- Proven hands-on experience managing the accounting for multiple companies
- Working knowledge of finance law and regulatory standards (GAAP)
- Bilingual (English/French) would be considered an asset
- Procore construction software experience would be considered a significant asset
- Strong leadership skills including planning, implementing, monitoring, problem solving, and decision making
- Demonstrated ability to achieve results despite large workload, competing demands, and a fast-paced environment
- A valid Secret security clearance (or ability to successfully obtain same) is a requirement of the position



## **What Terlin Has to Offer**

Terlin offers employees the opportunity to work on innovative projects alongside dynamic, dedicated, and talented teams who possess a strong drive for success.

Their comprehensive benefits package is designed to meet the demands of each individual's life at work as well as at home. Employees are eligible for coverage under Terlin's benefit plans and are encouraged to participate in any, or all, of their benefit programs. The benefit programs are also complemented with RRSP matching and profit sharing.

Terlin is an equal-opportunity employer and values diversity and inclusiveness in their company.

## **Do you have the drive, the experience, and the commitment to excellence to be part of the Terlin Team?**

If you think you have what it takes, and would like to join an organization that offers proven corporate leadership, opportunities for career advancement, great team spirit, and entertaining social events, then let Terlin provide you with an excellent place to work, grow, and excel! Please send your C.V. to [careers@terlin.ca](mailto:careers@terlin.ca).

To learn more about Terlin Construction Ltd., visit their website at [www.terlin.ca](http://www.terlin.ca).

*We thank all applicants for their interest, however, only those qualified will be contacted for an interview.*