

Job Posting

Title: Assistant Controller

Company: CaraCo Group of Companies

Location: Kingston, ON

Status: Full-time

Our organization is seeking an Assistant Controller to provide support to the Controller and accounting team. We are looking for a self-starting, highly detailed professional who practices discretion in all corporate matters and can handle working on numerous tasks at once.

Key Responsibilities:

- Establish and monitor internal controls to ensure that accounting activities are in accordance with established legal regulatory and company policies and procedures
- Provide advice and guidance on all accounting matters including financial systems, record keeping, analysis, and reporting
- Preparation/review bank reconciliations, inter-company reconciliations, A/R & A/P reconciliations
- Preparation/review account/journal entries
- Monthly analysis and reporting on financial results including budget variances, debt summaries, cash balances, A/R, A/P in conjunction with Corporate Controller
- Annual budget preparation and analysis in conjunction with Corporate Controller
- Improve systems and procedures and initiate corrective actions
- Year-end working paper preparation
- Preparation of project draw requests in conjunction with corporate controller
- Bank reporting in conjunction with corporate controller
- Work with Controller to promote and maintain positive corporate relations with the financial community.
- Hiring, training, mentoring and supervising accounting staff
- Any other assigned tasks

The successful candidate demonstrates:

- Ability to meet deadlines
- Problem solving skills
- Excellent verbal and written communication skills
- Proficiency with MS Windows, Word, Excel, Yardi Voyager
- Knowledge of industry's accounting principles and procedures
- Financial responsibility
- Attention to detail
- Initiative

Education & Experience:

- University degree with a specialization in finance, accounting, or business
- Accounting designation
- Minimum three years' relevant work experience

Core Values

To achieve success, the CaraCo team must embrace certain core principles and values:

- We do the right thing
- We are accountable
- We treat everyone with respect
- We are committed to success

If you are interested in this opportunity, please forward your resume to employment@caraco.ca

CaraCo would like to thank all applicants, however only those who qualify for an interview will be contacted.

CaraCo is an equal opportunity employer.

CaraCo welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidate taking part in all aspects of the selection process.