

CONTROLLER

Rogers Centre Ottawa, Canada's Meeting Place, is an internationally renowned convention centre located on the Rideau Canal in downtown Ottawa. With bold, modern design, a naturally lit interior, and magnificent views, the Rogers Centre Ottawa offers an unparalleled and environmentally responsible setting for conventions, conferences, meetings and exhibits of any size.

We are looking to recruit a **Controller** who shows initiative, energy and works autonomously within the finance department. A dynamic, open-minded individual who appreciates transparency in the workplace. You thrive in an everchanging, fast-paced environment.

The Controller who will report to the VP, COO & CFO will lead the Finance team and oversee a variety of professional accounting services related to full cycle accounting. Key responsibilities include Reporting, Budgeting and Process Improvements. Leadership and communication are valued in the day-to-day operations, ensuring effective team performance.

DUTIES AND RESPONSIBILITIES

- Preparation of monthly journal entries and financial statements (including accompanying narratives), cash flow statements and responsible for year-end
- Providing monthly finance and analysis reporting and response to annual government outline to the Ontario Ministry of Tourism, Culture and Gaming
- Assist in the preparation of the annual budget, including analysis of accounts
- Will lead the finance team and oversee Momentus Technologies database & event collections and invoicing
- Completion and maintenance of general ledgers and financial reports, and reconciliation
- Produce ADP Workforce biweekly payroll, including updating database with new colleague information
- Dealing with enquiries, remitting reports to outside agencies, and compiling and distributing internal and external reports
- Preparation of working papers for use during external audits
- Ensure the accuracy of colleague records and maintain strict confidentiality
- Oversee general control procedures regarding finance functions
- Implementing improvements & innovation, including Beanworks and Quadiant AP
- Respond to enquiries from colleagues and managers
- Preparation of Board of Director's reports

MUST HAVES

- Will lead the finance team, totalling three, including external governmental oversight
- Minimum of five (5) years of professional experience in progressive accounting roles
- Certified Professional Accountant (CPA) designation is an asset
- Post-secondary education in a related discipline
- Knowledge of Accounting Standards for Private Enterprise (ASPE)
- Strong technical accounting and analytical skills
- Ability to function efficiently in a fast-paced environment

SOFTWARE TECHNICAL SKILLS

- Knowledge of Microsoft Office programs including an advance knowledge of Excel
- Experience using SAGE 300 or similar accounting software
- Data base system experience preferred

Compensation

- Salary: Up to \$120,000
- Benefits: To be discussed during interview process
- Career Development: Supported with 3rd party providers [condition to approval]
- Vacation: To be discussed during interview process

Work Location

- Hybrid - Four days onsite and one day work from home

Expected Start date

- January 6th, 2024

We appreciate all candidate submissions and we will quickly respond [by email] to those qualified with a request for a brief introductory call. After a Q&A, confirming mutual interest, the candidate will be invited to participate in the interview process. This will include the opportunity, work culture/fit, and interview process leading to an offer and acceptance. Please send your résumé and cover letter in a single PDF document to daniel@djbplacementsolutions.com no later than December 12th, 2024, at 5pm EST. The subject line of the email should read "Controller: Fulltime".