

## FINANCIAL CONTROLLER

Frontiers Design Build Inc. is a destination company focused on innovation, growth and company culture. We have a growing brand in our market for High Performance construction, as well as an established reputation for exceptional customer service and quality craftsmanship. We are a turnkey provider of design and construction services for landscapes, renovations and high performance custom homes. We are looking for an experienced controller to bring solid financial fundamentals to the table, and facilitate our consistent growth.

### Results Statement

Success in the role of CFO / Controller is defined by:

- 1) A strong and evident culture of financial accuracy and transparency within the Frontiers group of companies
- 2) A seamless, repeatable and dependable process of financial performance throughout the full cycle process of a project
- 3) A culture of financial literacy throughout the Frontiers Design Build team, top to bottom

### Controller Job Responsibilities:

- Control all financial functions of a \$10 million dollar group of companies
- Manage intercompany finances
- Manage the financial systems, software and platforms of the business
- Manage all AR and AP related tasks, both project based and internal
- Complete all project related job costing data entry and reporting
- Provide weekly financial reporting and manage monthly and quarterly financial meetings
- Manage accrual based revenue and expenses, complete with journal entries as needed
- Manage and complete all corporate related remittances
- Guide financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protect assets by establishing, monitoring, and enforcing internal controls.
- Monitor and confirm financial status and provide weekly reporting to management team
- Manage and forecast cash flow
- Prepare operating budgets and long term forecasting for review with management team

- Achieve budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
- Prepare special reports by collecting, analyzing, and summarizing information and trends.
- Comply with federal and provincial legal requirements
- Protect operations by keeping financial information and plans confidential.

## **Work Hours, Compensation:**

- Work Hours - Work hours will be a standard 40 hour work week, with 3 weeks of paid vacation annually.
- Compensation range is \$60-100k, reflective of experience, skill and professional accreditation
- Internal benefits program available upon completion of 3mth probationary period
- Participation in company wide shared bonus pool program upon completion of 3mth probationary period
- Company vehicle is negotiable
- Company cell phone & laptop

## **Reporting Structure:**

- The CFO / Controller will report directly to the CEO.
- The Controller will have no direct reports.

## **Controller Qualifications / Skills:**

- Certified CPA is considered an asset, but not mandatory
- Financial software experience - Quickbooks, Plooto, DEXT, KNIT, Excel, Google Drive
- Auditing, accounting, and corporate finance
- Developing forecasts and tracking budget expenses
- Financial best practices
- Analyzing information and reporting

## **Education, Experience, and Licensing Requirements:**

- Bachelor's degree in accounting or finance
- Minimum 5-10 years' experience in accounting/finance
- CPA certification considered an asset
- Construction industry experience considered an asset

## **Are you ready for your next chapter?**



*Staying at home*

Landscapes | High-Performance Homes | Renovations

Frontiers is looking to add this critical piece to its high performing management team. Are you looking for a company that will allow you to be independent, innovative, and impactful? We are looking for a strong cultural fit and someone that wants to grow as a team

**CONTACT US BY PHONE OR EMAIL AT [519.993.8521](tel:519.993.8521) OR [FRONTIERSLA@GMAIL.COM](mailto:FRONTIERSLA@GMAIL.COM)**



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