



# Innovative Company Seeks High-Performing Controller

## Hiring Company: ClearBlue Technologies Group

### Job Brief:

We are currently seeking a Controller to join our Team. If you match the description below, we want to meet you!

**You are...** An experienced Controller with relevant industry experience.

**Who is...** An outgoing, positive, congenial, open-minded, dedicated, passionate, well-spoken, and solution-oriented self-starter.

**With a strong ability to...** Connect with others on a human level, close the deal, and cultivate strong long-term relationships.

**Who understands that...** financial leadership is instrumental in forming accounting strategies. A controller's role can include broad visionary responsibilities as well as hands-on management.

### What Success Looks Like in This Role

Directly accountable to the President, the Controller will be responsible for all financial management activities for the company, The controller is responsible for the company's financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting, tax compliance, and various special analyses. In addition, the Controller will be the primary interface for all compliance issues, coordinating with the independent auditors, new vendor onboarding, payroll, human resources functions, and responding to all specials reports and requests from management.

### Perks

**Virtual/remote environment:** You have the freedom to work from wherever you want. The only requirements we have are that you have access to internet, a cell phone, and a laptop.

**Competitive Compensation:** Pay will be discussed in depth at the interview. Compensation is industry competitive.

**RRSP Contribution Match:** RRSP is a personal savings plan that lets you save for your retirement on a tax-sheltered basis. Includes employer match of up to 3%.

**Fitness Membership:** At CBTG we believe and promote a healthy lifestyle, if you already have a gym membership we'll take over the monthly payment and if you would like to join, just let us know.

**Healthy upside:** Quarterly bonuses based on targets achieved.



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**Paid Training:** We also provide the appropriate level of job training for the position and are here to help you and see you succeed!

## Responsibilities:

- Manage day-to-day accounting operations and ensure a backup is in place for key functions performed by personnel.
- Update procedure manuals.
- Ensure the accuracy of all data related to invoices
- Cross reference all Accounts Payable transactions
- Actively review all receipting and deposits.
- Responsible for participating in the development and implementation of short and long-term goals for the accounting department
- Assist with supervising and maintaining qualified, trained staff to meet the needs and business requirements of the organization and establishes schedules and as business needs fluctuate
- Train, develop, coach, and motivate department staff, encouraging optimum productivity
- Prepare monthly financial reports
- Prepare and record journal entries, perform monthly General Ledger account reconciliations. Prepare and substantiate financial statements and reconcile financial discrepancies by collecting, analyzing information along with developing a conclusion
- Assist with review of the monthly financial reports along with the overall audit process which includes year-end audited financial statements;
- Provide and support day to day functions of the organization.
- Work on special projects and perform other duties as assigned
- Verify and reconcile transactions such as accounts payable and receivable, purchase orders, cheques, invoices, cheque requisitions, and bank statements in computer system
- Participate in meetings with various departments and levels of management to develop and improve internal policies and procedures
- Update and maintain Chart of Accounts
- All Human Resources functions
- All Office Manager functions
- All Payroll functions

## Requirements:

- Bachelor's Degree in Accounting, Finance or a related financial discipline
- 4-5 years of experience preparing financial statements, schedules and account analyses in a computerized environment
- 2-3 years of experience in a supervisory role
  
- Strong, demonstrated knowledge of Microsoft Excel, Outlook, with experience in Word and PowerPoint
- Notary Public
- Strong Personal Computer Skills



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- Excellent oral, written, and interpersonal communication skills

### **IF this is you, Apply Now:**

You are truly passionate about learning and growing in your role, and don't know how to settle or live in a 'status quo' world. You're ready to really take ownership over your segment of business, collaborate with our team, and wake up each day ready to tackle the world.

### **Our Culture:**

We are a fast-growing, energetic collaborative team of critical thinkers, self-starters and doers, with a high level of passion and pride in our work. We truly love working together and take pride in the fun, supportive, and enthusiastic culture we have built. We are a highly flexible and supportive team that communicates. We are also a collaborative group that continually works to improve our processes and business practices.

### **Our Core Values:**

- ✓ Accountability
- ✓ Collaboration
- ✓ Innovation
- ✓ Communication

**To apply, please send your application, with your name and favorite food in the subject line, to: [acanez@clearbluetechgroup.com](mailto:acanez@clearbluetechgroup.com)**

**To learn more about our company visit us here: <https://clearbluetechgroup.com>**