

CONTROLLER/BOOKKEEPER

SPEC Construction, a leader in ICI Building Construction and renewal projects in the Waterloo Region and surrounding areas, is currently looking to add a Controller/Bookkeeper to their highly specialized and successful Design-Build team. They are a well-established, highly reputable company focusing on fulfilling the building construction needs of developers, municipalities and industrial/commercial customers in South-western Ontario.

Objectives: As controller/bookkeeper of the Company, you will report directly to the CEO/President and perform duties to assure accurate corporate financial, budget, and actual costing on all design-build and tendered projects. All functions and responsibilities are to be performed in accordance with SPEC Construction Inc. and its associated Companies' financial process mapping, values and beliefs. This is a full-time (and/or part time), permanent position, duties will include the following:

Should you meet the qualifications listed below, please send your resume to info@spec-build.com

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Work with the Project Management and Estimating team to track the financial operations of all construction projects/jobs comprehensive cost analysis and monitoring of the construction timeline/schedule;
- Communicate effectively with Owners, Consultants, Sub-Trades and Vendors in a professional manner to develop relationships and/or ensure repeat business;
- Report to Spec Construction Project Management and Estimating team, Clients and Consultants (as required) on job financials, budget and actual project costs;
- Work on assigned projects may include but not limited to: accounts payable, accounts receivable, payment retrieval, budgeting, tender review, Work in Progress (WIP), negotiating, reporting, accounting, preparing project summaries, data entry and pricing inventory (as required);
- Monitor cash balances and cash forecasts.
- Assist in formulating the company's future direction by developing financial and tax strategies;
- Participate in key decisions as a member of the executive management team (as required);
- Oversee the financial operations of subsidiary companies and foreign operations;
- Monitor and direct the implementation of strategic business plans;
- Monitor all open legal issues involving the company, and legal issues affecting the industry;
- Ensure that record keeping meets the requirements of auditors and government agencies;
- Report financial results to the Project Manager & CEO;
- Maintain payroll information; collecting, calculating, and entering data. Prepare T4's and ROE's as required;
- Perform other duties as may arise from time to time and as may be assigned;
- It is expected that the employee will continue their education related to the industry;
- Follow Spec Construction's H.R. & Health & Safety policies and procedures at all times;

REQUIREMENTS:

- Five (5) years' experience in the Financial operations within the Construction industry;
- Clean and Valid Driver's Licence;
- Knowledge of Sage 50/Sage 100 Account Software and CMiC ERP Software;
- Attention to detail and the ability to work in a team environment;