



Controller Position Description:

Kells Academy is seeking an experienced Controller to lead and optimize their accounting operations. This pivotal role involves overseeing various financial aspects, including reconciling account balances and bank statements, managing general ledgers for three companies, fortifying internal controls, and executing month-end closing procedures. The successful candidate should possess strong analytical skills, an in-depth grasp of accounting principles for analyzing financial reports and projections, as well as a proven history of effective team collaboration and management.

Controller Responsibilities:

1. Preparation and review of balance sheets, income statements, and cash flow statements including monthly analysis of results.
2. Develop and monitor budgets, analysing variances between actual and projected figures.
3. Establish and uphold stringent internal control procedures to ensure the accuracy and integrity of financial data.
4. Supervise and lead the accounting team, offering guidance and comprehensive training to ensure consistent excellence in performance.
5. Oversee the accounts payable, accounts receivable and invoicing, ensuring timely and precise handling of invoices, payments, and collections.
6. Perform all tasks related to payroll and human resources..
7. Prepare and coordinate audits with external auditors.
8. Execute month-end, adjusting entries as needed, and year-end closure for all entities with complete year end file preparation for accountants.
9. Ensure all regulatory obligations are met on time, such as income tax installments, CNESST filings, T4 filings, RL24 filings, Training and Development reporting, and any other tax or regulatory requirements that arise.
10. Act as a liaison for the group insurance, commercial insurance, and banking dossiers.

Controller Requirements:

1. Proven track record as a Controller or accounting supervisor.
2. Familiarity with fundamental accounting procedures and trends within the business landscape.
3. Accomplished experience with general ledger functions, reflecting your adeptness in navigating complex financial frameworks.
4. Proficiency in Accpac and/or Coba accounting software, a distinct advantage.
5. Proficiency in Excel
7. Exemplary attention to detail and precision, an indispensable trait in ensuring financial accuracy.
8. Innate numerical aptitude and strong quantitative skills that facilitate informed financial decision-making.
9. Bachelor's degree in Accounting or Finance
10. An accounting certification CPA, highly preferred.
11. Part-time (2 to 3 days per week)
12. A minimum of 5 years' experience in a relevant role, with recognition of equivalent expertise.
13. Familiarity with academic and unionized environments
14. Proven history of creative problem-solving and process enhancement, illustrating your resourcefulness.
15. Proficiency in English with a commendable understanding of French, fostering effective communication in a multilingual context.

Please contact:

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