

JOB DESCRIPTION FOR INTRACORP

Position:	Corporate Controller
Reporting to:	Chief Financial Officer
Department:	Finance
Location:	Vancouver, BC, Canada

We are seeking an energetic and proactive individual to become a key member of Intracorp's Finance Team. The successful candidate will be involved in many aspects of the company's operations and will be exposed to a broad range of information and activities in the real estate development field, working side-by-side with the CFO in directing the company's financial functions.

The ideal candidate will be comfortable working in a fast-paced environment where great organizational and time management skills are a must. In addition, this individual will be a versatile team player, possess excellent communication skills and be comfortable problem-solving and working independently.

POSITION OVERVIEW:

Responsibilities:

Reporting directly to the CFO, the Corporate Controller will oversee all aspects of corporate accounting with specific responsibilities in the areas of financial reporting, budgeting and forecasting, internal controls, general ledger management, cash management and taxation. They will ensure that the accounting department meets the highest standards for quality, timeliness and control. Responsibilities will include but not be limited to the following:

- Managing a team of financial professionals to ensure understanding of their role and accountabilities and mentoring them to deliver highly efficient and effective performance.
- Creating and implementing short- and long-range departmental goals, objectives, policies and operating procedures.
- Establishing and maintaining accurate and timely financial records and producing financial statements, notes and related reporting in adherence with Canadian GAAP & Accounting Standards for Private Entities (ASPE).
- Supporting and managing continuous improvement of business and financial accounting processes and related controls and providing recommendations for procedural improvements.
- Creating, monitoring, enforcing and adhering to internal controls and systems.
- Planning, organizing and coordinating the annual external audit of the company's financial records and financial statements and ensuring that it is performed in accordance with established timeframes and guidelines.
- Leading conversion of company financial reporting from GAAP to ASPE.

Job Description
Corporate Controller

- Developing annual budgets and managing the preparation of financial outlooks and forecasts.
- Overseeing tax return filing for all entities.
- Ongoing special projects such as system integration, subsidiary wind-ups, establishment of performance metrics, process re-design and improvements as required.
- Analysis and presentation of meaningful financial information to senior management as required.
- Acting as a technical accounting expert, supporting day-to-day needs of operational team.
- Assisting CFO with tax planning and compliance and project financing as required.

Skill Requirements:

- Canadian Accounting Designation (Canadian Chartered Accountant strongly preferred).
- 10+ years of progressive accounting experience including experience in a Controllership role and management of a corporate accounting team.
- Experience within the real estate development or construction industries strongly preferred.
- Experience with a public accounting firm would be seen as valuable.
- Knowledge of finance, accounting, budgeting, and cost control principles and standards under Canadian GAAP as well as an understanding of changes resulting from pending ASPE.
- Strong experience in the preparation of financial reports, statements and projections as well as in the oversight of the external audit process.
- Working knowledge of short and long term budgeting and forecasting, rolling budgets and profitability analysis.
- Professional written and verbal communication and interpersonal skills.
- Solid quantitative and analytical skills combined with strategic thinking capability.
- Strong technical proficiency with Excel and Microsoft Office Suite programs as well as a solid understanding of accounting software functionality.
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
- Experience with project financing or tax structuring would be viewed as beneficial.

Interested candidates may send their résumé in confidence to: jobs@intracorp.ca