

Job Posting Assistant Controller

ABOUT US:

Kitsaki Vegetation Services (KVS) is part of the Kitsaki Group of Companies. Kitsaki performs for-profit economic development for the Lac La Ronge Indian Band on behalf of its 12,000+ band members. KVS is considered one of Saskatchewan's leading vegetation management companies, specializing in aerial tree trimming Right-of-Way (ROW) brush clearing, danger tree removal, hand slashing, herbicide application and consenting services for the utilities industry. KVS provides training and advancement opportunities to ensure employees have the necessary specialized skills that are required for the vegetation services we provide. We strive to build effective teams and retain skilled workers by ensuring our employees are appropriately recruited, properly trained, and given the necessary skills to deliver quality work to our customers.

Our headquarters are based in La Ronge, Saskatchewan and the majority of our finance and administrative team work in that location. This position will be based out of either the La Ronge or Saskatoon office, with periodic travel between locations required.

We are looking for an assistant controller who will use their accounting knowledge and experience to help manage the accounting and reporting functions within KVS and join our dynamic finance and administration team.

DUTIES AND RESPONSIBILITIES:

Reporting to the Controller, this position is primarily responsible for managing the day to day accounting functions, maintaining an adequate system of accounting records and controls, preparing financial reports that comply with Accounting Standards for Private Enterprise (ASPE), project reporting, and assisting in budgeting and audit preparation.

TRANSACTIONS:

- Ensure accurate and timely invoicing in accordance with customer requirements;
- Ensure prompt collection of accounts receivable;
- Ensure statutory remittances and reporting requirements are met;
- Maintain the chart of accounts;
- Maintain an orderly accounting filing system;
- Maintain a system of controls over accounting transactions;
- Streamline processes and procedures for improving operational efficiency of financial reporting and production activity.

REPORTING:

- Assist in preparing timely and complete financial statements, including month-end, quarter-end and year-end;
- Assist the preparation of the year-end audit process and liaise with external auditors as required;
- Provide controller and general manager with regular operating financial reports for each project, each division and for the overall company;
- Calculate and issue financial and operating metrics;
- Assist in preparing annual budget and forecasts;
- Analyze variances from the budget;
- Provide financial analyses for project job costing, pricing decisions, and contract negotiations.

COMPLIANCE:

- Coordinate information to external auditors for the annual audit;
- Comply with provincial and federal government reporting requirements and tax filings (GST, PST, WCB, etc.).

SKILLS & QUALIFICATIONS:

- Minimum of three years of relevant experience in a senior accountant position or similar role, ideally with audit experience;
- Professional accounting designation (CPA, CA, CMA, CGA) or working towards designation;
- Degree or certificate in accounting with a good understanding of ASPE;
- Knowledge of financial administration laws and regulations;
- Experience in construction project accounting and cost allocations is a strong asset;
- Familiarity with accounting systems and construction industry applications;
- Proficiency in Microsoft applications;
- Strong attention to detail, self-motivated and resourceful;
- Ability to work effectively and efficiently under pressure and prioritize workload under tight deadlines;
- Excellent interpersonal and communication skills (oral and written);
- Ability to work in an environment where change and improvement is the norm.

COMPENSATION:




- Competitive base salary based on qualifications and market rates;
- Comprehensive benefits package, including paid vacation days, medical, dental, vision insurance, and pension plan with company match;
- Performance-based bonuses and incentives.




Join our team and be part of a rewarding work environment where your skills are valued, and your contributions are recognized.

If you are interested in this opportunity, please email your resume and cover letter to bailey.doucette@kitsaki.com.

We thank all applicants in advance for their interest in working with KVS, however only those selected for interviews will be contacted.

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