

CONTROLLER

M. Sullivan & Son Limited (Sullivan), headquartered in Arnprior, Ontario, is one of Canada's oldest family-owned construction companies. For more than 100 years we've built a sterling reputation for completing projects on-time and on-budget for clients in the industrial, commercial, institutional and public sectors.

With an increasing portfolio of projects and to address future staffing needs, Sullivan needs to add to its team of quality employees. We are currently looking for a **Controller** to join our Finance team. Sullivan provides a dynamic work environment and offers a competitive salary and benefit package.

YOUR NEW ROLE

Reporting to the VP of Finance, the Controller is responsible for ensuring integrity, accuracy and completeness of the company's financial operations which includes accounts receivable/payable, payroll, and budget preparation and analysis. The Controller will also lead the production of multiple deliverables and participate in the development of financial management programs.

YOUR DUTIES

While the Controller is responsible for a multitude of duties, the main functions include:

- Management and coaching of assigned staff
- Preparation and follow up of contract billings for various projects
- Completion of salary payroll
- Budgeting, forecasting and reporting for various projects, business units, and departments
- Maintaining and reconciling general ledger accounts
- Assist with the preparation of year-end financial statements

YOUR SKILLS

- Ability to trust and work collaboratively within a team environment
- Effective problem-solving and decision-making skills
- Ability to handle multiple priorities concurrently
- Strong attention to detail while still having the ability to see the "big picture"
- Excellent communication skills with both internal and external partners

WHAT YOU'LL NEED TO SUCCEED

- Post-secondary education with an accounting designation or close to obtaining an accounting designation
- 2-5 years experience in construction/project accounting, management experience is an asset
- Proficiency in Microsoft Office (Word, Excel and PowerPoint)
- Experience with Jonas Enterprise Service and Construction Software or other construction accounting software an asset
- Experience working in a construction environment an asset

Sullivan is an equal opportunity employer and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Please note your accommodation requirements in your cover letter.

Please send your cover letter and resume by email or fax to:

Human Resources

M. Sullivan and Son Ltd. 236 Madawaska Blvd,
Suite 100 Arnprior, Ontario, K7S 0A3

Tel: (613) 623-6584

Fax: (613) 623-8768

Email: humanresources@sullivan.ca

www.sullivan.ca

Only candidates who have been selected for an interview will be contacted.

"Construction excellence since 1914"

