



Assistant Controller

FFAW-Unifor is seeking an Assistant Controller to join our team. Reporting to the Controller, the Assistant Controller will aid in the management of accounting operations to generate reliable financial information in a timely manner.

Responsibilities:

- Maintain accurate financial records and supporting documentation
- Assist with the preparation and analysis of timely financial statements
- Assist with account and intercompany reconciliations
- Prepare federal and provincial government reporting requirements
- Assist with month-end and year-end close procedures
- Assist with the preparation and monitoring of annual budgets
- Assist with annual audit preparation and completion
- Support payroll, accounts payable and accounts receivable
- Other duties as required

Qualifications:

- Post-Secondary education in accounting or business (BCom, BBA or diploma in accounting)
- Enrollment in or completion of the CPA program would be considered an asset
- 3-5 years of experience in accounting in a similar role
- Ability to analyze and interpret financial information
- Exercise strong judgement and maintain a high degree of confidentiality
- Incredible attention to detail
- Knowledge of AccPac is considered an asset
- Excellent computer skills including Microsoft Office Suite
- Good organizational skills

FFAW-Unifor is committed to employment equity and is actively seeking to ensure a representative workforce. We encourage applications from equity seeking groups.

The position is based in St. John's, NL. Resumes should be sent with a cover letter and references via email to jobs@ffaw.ca by Monday, October 2nd, 2023.

All qualified candidates are encouraged to apply. We thank all applicants for their interest, however, only those selected for an interview will be contacted.