

JOB DESCRIPTION

Job Title: Financial Controller

Immediate Supervisor (Title): General Manager

Job Summary:

Ensure rigorous financial operations monitoring, compliance with accounting standards, budget control for projects, and the production of reliable, relevant, and timely financial information, including project-based accounting.

Main Tasks and Responsibilities:

1. Accounting and Financial Closures

- Oversee monthly and yearly accounting operations.
- Ensure compliance with accounting standards.
- Ensure accuracy of journal entries and financial statements.

2. Budgetary and Analytical Control

- Develop, monitor, and analyze operational and project budgets.
- Produce financial performance reports by project, department, or client.
- Identify variances between forecasts and actual results and propose corrective actions.
- Once approved by the CEO, send monthly results, budget comparisons, and current cash position to bankers and shareholders.
- Ensure sufficient liquidity for daily operations while minimizing use of the credit line.
- Maintain updated monthly records of revenue and profitability by service type and region.
- Maintain daily records of project revenues.

3. Project Management Support

- Collaborate with the General Manager to monitor financial aspects of projects (CAPEX, financial schedules).
- Validate cost, revenue, and margin projections per project.
- Monitor project cost structures.
- Provide clients with proof of insurance, CNESST registration, etc., upon request.
- Maintain corporate records (minute book in collaboration with the notary, government reports and surveys, company registrations with government agencies, etc.).

4. Internal Process and Systems Improvement

- Participate in the continuous improvement of financial and management processes.
- Collaborate on the implementation or enhancement of internal systems and budget tracking tools.
- Ensure proper application of internal financial control procedures.

5. Compliance, Audit, and Taxation

- Prepare required documentation for internal and external audits.
- Participate in managing tax filings (GST/QST, income tax, source deductions, etc.).
- Ensure compliance with financial policies and legal obligations.
- Apply the purchasing policy regarding accounting and legal services.



6. Team Management

- Supervise and mentor the accounting team and financial analysts.
- Promote skill development, diligence, and alignment with the company's values.
- Annually submit a training needs assessment for their staff to Human Resources.

Desired Profile

Location: Based in Val-d'Or

Language: Fluency in French is mandatory.

Education

- Bachelor's degree in accounting (CPA designation required).

Experience

- 5 to 10 years of relevant experience, ideally in a project-based environment (construction, engineering, infrastructure).

Key Competencies

- Strong knowledge of accounting standards and management control.
- Thoroughness, analytical thinking, and synthesis skills.
- Team management and communication abilities.
- Proficiency in internal systems, Sage accounting software and its advanced features, Microsoft Office 365 (especially advanced Excel), and BI tools (Power BI is a plus).

Salary: Competitive based on market and experience, with advancement opportunities.

How to apply:

Submit your resume and a cover letter detailing your experience and why you are the ideal candidate for this position to job@ageophysics.com.

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