



Controller

Position Summary

Reporting to the VP of Finance, the Controller is a key member of the administration management team. The Controller performs a supervisory role in the planning, implementing, managing and controlling of various financial-related activities of the association.

Key Responsibilities:

- Responsible for the completion of period end cut off procedures.
- To direct and co-ordinate the accounting and financial reporting of the association.
- To co-ordinate inventory dates and prepare margin calculations.
- To organize, direct and co-ordinate the operation of the administration department ensuring an acceptable level of efficiency and contribution to the association. Ensuring staff are trained and equipped to perform duties; resolving staffing issues in a timely manner.
- To supply the Government agencies with requested statistical reports and other corporate reports.
- To co-ordinate internal and external audit functions.
- To ensure all accounts are reconciled on a period basis.
- Responsible for filing all Federal and Provincial Commodity Taxes.
- Responsible for paying Federated Co-op on scheduled days.
- Responsible for administration supplies as well as association supply purchasing.
- Preparation of reports for Repayment of Overage, Moveaways, and New Members on a monthly basis, as well as generate cheques for any approved applications and update equity sub ledger entries.
- Process T4A's and Equity statements on an annual basis.
- Ensure staff are adhering to all Association policies and procedures; including abiding by safe work practices and procedures.
- Assist in other areas as assigned.

Qualifications

- Diploma or Bachelor or Commerce/Business degree with a major in accounting. A professional accounting designation.
- 5 - 7 years of progressive experience in accounting is required; preferably at a leadership level.

Benefits

As an employee of Lloydminster & District Co-operative Ltd. you will enjoy a variety of benefits, such as:

- Competitive Salary
- Annual Profit Sharing Bonus
- Annual Incentive Plan Bonus
- comprehensive benefits plan
- 6% matching pension plan
- Employee Assistance Program
- Staff Discount Bonus Program
- Service Awards Program
- Fitness Allowance

Join Our Team



To apply send resume and cover letter no later than May 29, 2019 to:

Email: corrine.kelly-hyde@lloydminstercoop.com

Drop by: 101, 4090 - 41 Street, Lloydminster SK S9V 2J1

Phone: 306-825-8148