



JOB OPENING: **CONTROLLER**

JUNE 2024

Job Description

Are you looking for a role as a Controller? Are you looking for a company with clear growth plans and an exciting journey ahead? At Promac Equipment we are looking to hire our first, dedicated, Controller to accelerate our strategy!

About Promac Equipment

No-Nonsense, Forestry-Proven

At Promac Equipment, we build forestry-grade land clearing equipment for independent contractors. We keep them running, no matter what nature throws at them, in some of the toughest conditions in the world.

We believe independent contractors need two things: First, tough, no-nonsense equipment designed to work in places as unforgiving as the Pacific Northwest. And second, support from experts who know the equipment inside out, and who keep them running in the toughest circumstances.

Our Brand Values are

Build it right

Ready for anything

Listen, learn and improve

Education is selling

Our mission is to expand our industry recognized brand throughout North America and launch a successful ecommerce platform with a keen focus on the US. Having recently spun off from our sister company Promac Manufacturing, and having a profitable first year, we are laser focused on executing significant growth strategies.

Today we have a team of 13 employees running everything from marketing, manufacturing and fulfilment, in an ever changing, tightknit, dynamic team environment. This role would report directly to the general manager and have at least one team member under them to manage financial team goals.



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Top Five Accountabilities

1. Accounting Duties (30%)
 - Oversee accounts payable and accounts receivable functions, ensuring accurate and timely processing of invoices, payments, and collections.
 - Review and approve journal entries, reconciliations, and other accounting transactions to maintain financial records.
 - Monitor aging reports and take proactive measures to address overdue accounts and minimize bad debt exposure.
2. Cash Management (30%)
 - Manage cash flow by monitoring accounts receivable, accounts payable, and cash balances.
 - Optimize working capital and liquidity to support day-to-day operations and strategic initiatives.
 - Coordinate with banks and financial institutions to arrange financing and manage debt obligations.
3. Financial Reporting (20%)
 - Prepare and analyze monthly, quarterly, and annual financial reports.
 - Provide timely and accurate financial information to senior management.
 - Develop and maintain forecasting models to aid in budgeting and strategic planning.
4. Internal Controls (10%)
 - Establish and maintain internal controls to safeguard assets and ensure compliance with financial regulations.
 - Conduct regular audits to assess the effectiveness of internal controls and make recommendations for improvements.
 - Stay abreast of changes in accounting standards and regulations to ensure compliance and mitigate risk.
5. Budgeting & Forecasting (10%)
 - Collaborate with business functions to develop annual budgets and forecasts.
 - Monitor budget performance and provide variance analysis and recommendations.
 - Identify opportunities for cost savings and operational improvements to enhance profitability.



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Your Experience

Our “Ideal candidate” would be a newly minted or soon to be CPA looking to be challenged and prove themselves in a dynamic cross border sales and manufacturing environment.

- You have a Bachelor’s degree in accounting, finance, or related field
- You have CPA certification, progress towards or desire to pursue
- You’ve worked three or more years in progressive accounting and financial roles
- Having exposure to manufacturing, cost accounting and ecommerce is a huge advantage
- You have proficiency in financial software and ERP systems.
- Experience with Global Shop, Zoho One and Payworks would be beneficial.

Location – Duncan based

This position will be based in our office in Duncan, BC, Canada. We are a 15-minute drive north from the city center along the Trans-Canada Hwy within the beautiful Cowichan Valley on Vancouver Island. One hour north of Victoria. Regardless of where in the valley you call home you are 5 to 10 minutes away from breathtaking outdoor adventure including hiking trails, mountain biking, water sports, fishing, and relaxation opportunities.

Compensation

This role will be compensated between 80K – 100K with RRSP contributions, paid vacation and sick leave, extended health and opportunity to participate in both short and long-term incentive programs.

Interested in Joining the team?

Please apply by sending your cover letter and resume to kylegoodwin@promacequipment.ca

Please fill out the candidate questionnaire at the following link:

<https://forms.office.com/r/btWa5RT96p>

Candidate Questionnaire

