

ASSISTANT CONTROLLER

GF Urecon is a leading Canadian Manufacturer of pre-insulated pipe systems to the municipal, HVAC, mining and industrial sectors for over 50 years. It has more than 150 employees and two plants located in Coteau-du-Lac in the Vaudreuil-Soulanges area and in Calmar, southbound of Edmonton, Alberta.

We are seeking an **Assistant Controller** for **GF URECON's** head office in **Coteau-du-Lac (Québec)**.

Summary:

Reporting to the Director - Finance and Administration, the **Assistant Controller** will provide day-to-day activities to support the Finance department.

Responsibilities:

- Prepare consolidation and retrieval of data to produce financial reports, presentations and analysis;
- Reconcile all monthly accounts (balance sheet, income statement);
- Participate in the budget process;
- Validate invoicing and provide support for the processing of accounts payable;
- Preparation of the bank consolidation;
- Balance General Ledger accounts;
- Prepare government reports;
- Make sales and corporate tax payments;
- Prepare the claims of duty drawback;
- Manage Logstor's virtual inventory and invoicing;
- Validate and monitor financial information with the various stakeholders;
- Produce various financial reports;
- Contribute to the improvement and development of financial processes and systems.

Requirements:

- Bachelors degree in accounting, administration or any other equivalent training ;
- 2 to 5 years of experience in a similar position in a manufacturing environment, ideally in a small and medium-sized enterprise;
- Bilingual, written and spoken (French and English);
- Extensive knowledge of Excel;
- High level of autonomy, attention to detail and respect of deadlines;
- Excellent ability to work with multiple data sources and improve the quality of information;
- Excellent ability to manage priorities and change;
- Focus on customer service and teamwork;
- Availability to work overtime to meet deadlines, as required;
- Accounting designation recognised in Canada (CPA, CA, CMA, CGA), an asset.



GF Urecon offers a competitive compensation package, a superior benefits package (group insurance, RRSP, personal days, health promotion, etc.) and an exciting work environment.

Are you ready for a new challenge? Do you want to progress in a world-class manufacturing company?

Are looking for a career close to your home?

If so, please send your resume to the following address:

GF Urecon

Att. Human Resources Department

75, Blvd Dupont

Coteau-du-lac (Québec)

J0P 1B0

Fax: 450-451-4323

Email: hr.urecon@georgfischer.com