

Controller

Location: Fredericton, NB

Position Type: Full-Time, Permanent

Department: Finance

Reports To: Chief Executive Officer (CEO)

POSITION OVERVIEW

The Controller is responsible for overseeing the financial operations of the Hanson Group of Companies, including bookkeeping supervision, financial reporting, internal controls, accounting system improvements, and process optimization within the finance function. This role ensures accuracy, timeliness, and integrity of financial information across all entities within the organization, including construction and property maintenance divisions.

The Controller plays a key role in building scalable financial processes, supporting technology implementations, enhancing management reporting, and partnering with the CEO to support strategic decision-making.

KEY RESPONSIBILITIES

A. Financial Operations & Bookkeeping Oversight

- Supervise daily bookkeeping activities, including accounts payable, accounts receivable, payroll processing, bank and credit card reconciliations, and month-end close.
- Ensure transactions are recorded accurately across multiple entities, projects, and service lines.
- Maintain and update the chart of accounts, cost codes, and financial structures to support job costing and operational reporting.

- Ensure compliance with all statutory requirements (HST/GST filings, payroll remittances, T4/T4A filings, ROEs, etc.).
- Develop and maintain documentation for accounting policies, procedures, and internal controls.

B. Financial Reporting & Analysis

- Prepare monthly, quarterly, and annual financial statements, including full working paper packages.
- Develop and maintain management reporting dashboards and KPI summaries (e.g., job profitability, WIP schedules, gross margin analysis, AR/AP aging, cash forecasts).
- Conduct variance analysis and provide operational insights to support project managers and the CEO.
- Assist with annual budgeting, forecasting, and scenario planning.
- Consolidate results across multiple entities as required.

C. Systems, Technology & Implementations

- Lead accounting system implementations, upgrades, and integrations, including job-costing tools, timekeeping systems, field service applications, and expense management solutions.
- Create process documentation, data mapping, and internal training materials for new systems.
- Identify opportunities for automation and improved data flows between finance and operational systems.
- Maintain data integrity and ensure standardized financial information across platforms.

D. Process Optimization & Internal Controls

- Design and implement standardized, repeatable processes across the finance function (procure-to-pay, order-to-cash, payroll, month-end close, WIP reporting).
- Strengthen internal controls and approval processes, including purchasing, spending limits, project setup, and billing cycles.
- Implement procedures to ensure accurate job costing, progress billing, holdback tracking, and change order management.
- Support cash management functions, including cash flow forecasting, payment prioritization, and collections oversight.

E. Business Support & Cross-Functional Collaboration

- Provide financial guidance to project managers, operations leads, and the CEO on job profitability, pricing decisions, contractual terms, and operational risk.
- Partner with external accountants to support year-end reviews, audits, tax compliance, and working paper preparation.
- Communicate financial results and process expectations clearly to both financial and non-financial team members.
- Assist with financial modeling and analysis for new business opportunities, capital projects, or organizational changes.

QUALIFICATIONS & REQUIREMENTS

Education & Professional Designation

- CPA designation (CA, CGA, CMA, or CPA) preferred or candidates **actively pursuing** a CPA designation.
- Bachelor's degree in Accounting, Finance, or a related field.

Experience

- 5+ years of progressive accounting experience, preferably in construction, trades, or property maintenance.
- Strong understanding of job costing, WIP reporting, progress billing, and holdback management.
- Demonstrated experience with financial reporting, month-end close, and multi-entity accounting.
- Previous involvement in accounting system implementations or technology upgrades.

Skills & Competencies

- Strong technical accounting knowledge (ASPE preferred).
- Advanced proficiency in Excel; experience with reporting/BI tools (Power BI or similar) is an asset.
- High attention to detail, strong organizational skills, and ability to manage multiple deadlines.
- Strong communication and ability to explain financial concepts to non-financial colleagues.
- Proven ability to design, document, and optimize financial processes.
- Ability to operate effectively in a growing, fast-paced environment.

KEY PERFORMANCE INDICATORS (KPIs)

Performance will be assessed using the following indicators:

- Timeliness and accuracy of month-end close (target: 7–10 business days).
- Accuracy and completeness of financial statements and supporting reconciliations.
- Quality and consistency of management reporting and KPIs.
- Implementation and documentation of improved financial processes and controls.

- Successful execution of system implementations and process automation initiatives.
- Collaboration effectiveness with operations, project managers, and leadership.
- Compliance with all statutory and regulatory filing requirements.