



### Our strength is our people.

Founded in 1993, Bunt & Associates Engineering Ltd. has worked with private industry and municipalities throughout Western Canada to develop customized and innovative solutions to today's transportation challenges. We're proud of Bunt's outstanding reputation, which we know is a result of achieving excellence in our work and having the right people working with us. Our positive and engaged Bunt community culture is rooted in our common values of putting people and communities first, with integrity, diversity and collaboration.

Bunt & Associates is seeking a full-time permanent Controller who will report to the President and be responsible for oversight of Bunt's day-to-day accounting function, support timely and accurate financial reporting and compliance as well as contribute to strategic aspects of corporate financial well-being. The Controller works collaboratively with the senior leadership team and provides oversight to our financial support staff.

While the majority of the Controller's responsibilities are operational in nature, they will play an active and significant role in strategic financial planning, budgeting and valuation processes.

## CONTROLLER (Full-time, Permanent)

**Location:** Calgary / Edmonton

**Employment Type:** Full-time (37.5 hours/week), Permanent.

### **Primary duties and accountabilities include:**

#### Operations:

- Prepares regional and consolidated financial reports (monthly, quarterly and annual);
- Prepares, reviews and analyzes accruals and other journal entries to support accurate, consistent and timely financial reporting;
- As directed, oversee cash flow management by monitoring accounts receivable, accounts payable, collections and procurement;
- Communication of complex and/or detailed financial information to Bunt stakeholders in a concise, consistent and understandable manner;
- Works closely with external accountants in preparation for year end audit/review engagement;
- As directed, prepares and submits tax returns, reports and remittances to governmental authorities;

Team Support:

- In partnership with our Administration Manager, leads and provides oversight to our finance team, including supporting their ongoing development and engagement;

Other Focus Areas:

- Actively pursues opportunities for special project and position funding including SRED and other provincial, federal and special programs;
- Support and manages the internal ERP (Ajera) with the technical support team;
- Leads the annual budget preparation process, collaborating with our management team to establish financial objectives related support throughout the year;

Best Practice:

- Drafts, implements and maintains financial management policies and internal controls to ensure alignment to best practices, accurate and consistent reporting and regulatory compliance;
- Ensures the protection of financial information through the strictest adherence to confidentiality protocols;
- Ensures accurate and complete corporate accounting records are prepared, organized and maintained;
- Develops and implements risk management strategies and processes in the areas of insurance, budgeting, forecasting and asset management;

Best Practice:

- Drafts, implements and maintains financial management policies and internal controls to ensure alignment to best practices, accurate and consistent reporting and regulatory compliance;
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**Qualifications:**Education/Credentials:

- Bachelor's degree in finance, economics or business administration from an accredited university;
- Current Canadian CPA designation, in good standing;

Finance-related experience:

- A minimum of six years' post-designation related experience in a professional services firm, ideally engineering or architecture (we will consider other professional services);
- A minimum of 3 years' experience providing oversight and direction in the areas of cash flow management, accounts payable, accounts receivable, internal financial reporting, automated Canadian payroll, preparation of draft T2, T4 and T5 annual returns;
- Working knowledge of federal, Alberta and BC taxation requirements relating to payroll, GST, EHT, etc.;
- Practical / recent experience in corporate valuation practices;

Systems experience:

- Advanced-level digital literacy;
- A minimum of 2 years' experience in a strategic/support role with a digital project management tool, preferably Ajera or other Deltek product;
- Advanced level proficiency in MS office, particularly Excel and Outlook;

Demonstrated general professional competencies:

- Excellent verbal and written communication skills, including the ability to present / distill complex financial information to senior management and our shareholders;
- Demonstrated competencies of sound judgement, diplomacy, and inclusion;
- Demonstrated ability to manage tight deadlines and multiple deliverables;
- A keen eye for detail and strong organizational skills;
- Strong interpersonal skills including ability to work collaboratively and creatively with others;

*Our preference is for candidates to be based out of our Calgary or Edmonton offices, however candidates who reside in the greater Vancouver area (and able to work based out of our downtown Vancouver office) will be considered. Bunt & Associates offers a friendly and supportive work environment which includes the opportunity to have a hybrid (up to 50% upon completion of probation) work from home arrangement, a vibrant and dynamic social culture and a highly competitive compensation/total rewards package.*

*Bunt & Associates is committed to recruiting and retaining our talented, diverse workforce that represents the communities that we work with. Only candidates who are currently eligible to work in Canada without restriction and who reside in the greater Calgary, Edmonton or Vancouver areas will be considered. We encourage all qualified candidates to apply.*

*If you require accommodation through the application stage, please include 'Accommodation' in the subject line of your email application.*

*We do not partner with or accept applications through recruitment firms; please apply directly to Bunt ([careers@bunteng.com](mailto:careers@bunteng.com)). Your application should include your resume and a covering letter which explains why you are an ideal fit and would be successful in this role.*

*We are grateful for your interest in this position. Only those candidates selected for interview will be contacted.*