



Assistant Controller

Reports To: Director of Finance

Location: Remote

Employment Type: Part-Time 15 to 22.5 Hours per Week

Position Overview

We're looking for an experienced and detail-oriented **Assistant Controller** to join our Finance team. Reporting directly to the Director of Finance, this role will be responsible for key accounting functions, month-end close, financial reporting, and analysis.

This is a hands-on leadership role suited to an accounting professional who takes ownership, has strong attention to detail, works independently, and can provide guidance to others while maintain high standards of accuracy and accountability.

What You'll Do

Accounting & Month-End

- Complete all bank reconciliations and resolve outstanding items.
- Monitor the accounting email and respond to or coordinate accounting requests.
- Participate in the rotating payment processing schedule.
- Prepare and process billings for an assigned portfolio of customers.
- Prepare the majority of month-end working papers and supporting schedules.
- Complete reconciliations, accruals, adjusting entries, and other month-end requirements.
- Review working papers prepared by other accounting staff and teams.
- Support year-end activities and audit requirements.

Reporting & Analysis

- Prepare financial reports and other reporting required by management.
- Assist with financial analysis, variance analysis, and investigation of trends or unusual activity.
- Prepare ad hoc reports and analysis as required.

Team Support

- Provide accounting guidance and support to other accounting staff.
- Work closely with the Accounting Supervisor and Finance team to resolve accounting issues.
- Help ensure accounting procedures, controls, and deadlines are followed.
- Identify opportunities to improve accounting processes and efficiency.



- Assist the Director of Finance with special projects and other finance initiatives as required.

What We're Looking For

- CPA Designation.
- 5+ years of progressive accounting experience.
- Strong experience with bank reconciliations, AP/AR, billing, general ledger accounting, and month-end close.
- Strong understanding of accounting principles and financial reporting.
- Excellent attention to detail and organizational skills.
- Strong analytical and problem-solving abilities.
- Advanced Microsoft Excel skills.
- Ability to work independently, manage deadlines, and take ownership of responsibilities.
- Strong communication skills.
- Experience reviewing accounting work or providing guidance to other accounting staff is an asset.

Why Join Us?

- 15 to 22.5 hours per week / 2-3 days
- Remote, must be able to come to office as required for meetings, events, training, or other
- Excellent benefit package paid by the company, RRSP/DPSP, service discounts
- Direct reporting to the Director of Finance
- Meaningful ownership of key accounting functions
- A varied role combining hands-on accounting, month-end, reporting, and financial analysis
- Opportunity for professional growth and potential progression to Controller based on experience and demonstrated performance