

Assistant Controller

Location: Waterloo, ON

Employment Type: Fulltime

Start Date: Immediate

The Kraus Group is one of the largest integrated carpet and flooring manufacturers and distributors in North America with facilities throughout Canada and the USA and is currently recruiting for an Assistant Controller to join our team in our Waterloo, ON office.

Job Purpose

The Assistant Controller will support the management team by preparing and analyzing financial plans, forecasts, and reports. This position is responsible for the accurate and timely reporting of Kraus Canada's financial information and assists in overseeing all accounting functions within Kraus Canada.

Duties and Responsibilities

Month End Close

- Close Kraus Canada's books within 5 business days
- Reviews trial balance for posting errors and omissions
- Ensure accurate month end cut offs
- Prepare and post monthly journal entries
- Accrual and expense analysis
- Prepare monthly account reconciliations
- Preparation of financial statements and reports for V.P of Finance and Controller

Inventory

- Perform weekly BBC inventory calculation reporting for Treasurer
- Assist with the yearly physical inventory count

General Accounting

- Assist the Controller with general ledger maintenance
- Work with budget managers in uncovering spending variances
- Assist in annual and periodic audits including working papers and reports
- Participate in the budget and forecasting process
- Prepare and develop reports periodically for management
- Periodic audit of accounts payable transactions
- Review and analyze employee expense reports for completeness, reasonability, and accuracy
- Assist with the close process of other divisions when required

Intercompany

- Provide intercompany balances for Kraus Canada at month end to be reconciled against other divisions

Other

- Continuously look for ways to improve and standardize accounting functions
- Prepare monthly compliance reports (HST, Stats Canada, EHT, WSIB)
- Assist in the Controller in the management of the finance team
- Provide VP of Finance with assistance in corporate reporting as required
- Special projects as assigned

Qualifications

- Post-secondary degree in Business/Accounting
- Actively pursuing or completed an Accounting designation (CGA/CMA/CA/CPA)
- Minimum 5 years accounting experience in a fast paced environment with experience in distribution being an asset
- Superior Excel skills
- Thorough knowledge of accounting and corporate finance principles and procedures
- Experience with AS400 an asset
- Strong attention to detail and confidentiality
- Strong written and oral communication skills
- High degree of accuracy and attention to detail
- Ability to work independently and as part of a team
- Able to work in a fast paced environment

To Apply, please send your confidential application to careers@krausflooring.com.

Check out our website at www.krausflooring.com

The Kraus Group of Companies embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation need known to Kraus. We welcome application from all qualified persons.