
Position Title: Assistant Financial Controller

Group: Administration and Finance

Reports To: CEO and Controller

Hours and Location: Full-time, 40 hours per week, In-office Monday to Friday – Sidney BC

Position Summary:

As an experienced and strategic Assistant Financial Controller you will support the accounting and financial reporting functions of our organization. The assistant controller is responsible for overseeing all aspects of financial management, including accounting operations, reporting, budgeting, internal controls, and compliance. This role is critical in ensuring the accuracy, integrity, and timeliness of financial information to support strategic decision-making and operational efficiency. This position requires a high level of organization, attention to detail, and the ability to work collaboratively with various teams.

Responsibilities and Accountabilities:

- **Financial Management & Reporting**
 - Oversee the preparation of accurate and timely monthly, quarterly, and annual financial statements, ensuring compliance with all provinces and jurisdictions
 - Manage general ledger accounting, account reconciliations, and month-end and year-end close processes
 - Ensure compliance with all federal and provincial tax regulations, including corporate income tax, sales tax (GST/HST/PST), and payroll remittances
 - Coordinate and support external audits, liaising with auditors and ensuring all audit requirements are met
 - Prepare management reports and financial analyses to support business performance review and decision-making
- **Budgeting & Forecasting**
 - Develop and maintain annual budgets, forecasts, and cash flow projections
 - Analyze variances between actual results and budget, providing insights and recommendations for improvement
 - Support operational leaders in financial planning and performance tracking
- **Internal Controls & Compliance**
 - Develop, implement, and maintain effective internal control systems to safeguard company assets
 - Ensure adherence to company policies, accounting standards, and regulatory requirements
 - Evaluate and improve accounting processes and systems for efficiency and accuracy

- **Leadership & Team Development**

- Along with the Controller, Supervise and mentor accounting and payroll staff, providing guidance, training, and performance feedback
- Support in fostering a collaborative and high-performance finance team culture

- **Strategic Support**

- Partner with senior management and LGL Board of Directors to provide financial insights that drive business growth and operational improvements
- Participate in strategic initiatives, including financial modeling, risk management, and capital planning

The list of duties and responsibilities described above is not intended to be all-inclusive and may be expanded/modified from time to time as required by the organization's needs.

Qualifications and Experience:

- CPA designation (CA, CMA, or CGA) required and in good standing.
- Bachelor's degree in Accounting, Finance, or a related field (MBA or Master's degree considered an asset)
- Minimum 5–10 years of progressive accounting and finance experience, with at least 3 years in a supervisory or assistant financial controller role
- Strong knowledge of Canadian accounting standards and tax compliance requirements
- Excellent analytical, problem-solving, and organizational skills
- Process mindset – ability to drive standard repeatable, documented processes
- Strong interpersonal and communication skills with the ability to collaborate across departments.
- High level of integrity, accuracy, and attention to detail
- Proficiency with payroll ERP software (e.g., Deltek (preferred) ADP or Ceridian) and Microsoft Excel
- Excellent organizational and time-management skills, with the ability to meet strict deadlines
- Strong communication and interpersonal skills
- Ability to work under pressure and meet tight deadlines

Other:

- Eligible to work in Canada

This job description may change at the discretion of LGL Limited environmental research associates