



Corporate Controller

We are seeking an exceptional Corporate Controller whose key overall objectives will be governance, internal and external financial statements for our property management, construction management (the “Fee Management Companies”) and HoldCos, transaction processing, related internal controls and oversight of HST and income tax compliance.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2 million sf existing portfolio plus additional development potential of over 1 million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

About the role

The Corporate Controller is responsible for:

- managing the Fee Management Companies.
- leading, inspiring, motivating and mentoring the team, including the annual Personal Success Plan process.
- documenting process workflows with respect to Fee Management Companies, seeking continual process improvement.
- interacting with operating business units in creating rolling 12-month operating budget.
- overseeing implementation of PAD agreements and EFT agreements by operating business units.
- setting up of new bank accounts, as required, ensuring they are capable of supporting PAD and EFT payments.
- overseeing corporate liability and construction insurance policies, including undertaking an assessment of deductibles/coverage/premiums.
- overseeing preparation and submission of HST returns, federal and provincial income tax returns and federal and provincial income tax instalments.
- managing and assessing the financial reporting capabilities and integrity of data contained within the Newstar system.
- managing relationships with external accountants and auditors with respect to Management Fee Companies and HoldCos.
- providing accounting and operational support for the operating business units as required.

About you

You have:

- an accounting designation, ideally CPA●CA or education or suitable professional training and experience as an alternative
- 5+ years relevant experience with management or similar businesses
- experience with financial statement preparation and external reporting
- excellent knowledge of MS Office suite
- effective oral and written communication, interpersonal and organizational skills
- the ability to work with an Executive Team and business unit leaders and inspire confidence
- knowledge of financial accounting procedures and protocols, analysis and reporting
- a high comfort level and tolerance to manage stress and role demands

We offer a dynamic opportunity with an attractive base salary and benefits. Should Regional Group and this position be a good match for you, please email your cover letter and resumé to:

recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.