



ASSISTANT CONTROLLER

Department: Finance & Administration

Location: Montreal, QC, Canada

Status: Full-time

Date Posted: September 13, 2021

Are you interested in joining an organization that?

- Has over 30 years of experience providing innovative software simulation solutions in the Air Traffic Management (ATM) and Air Traffic Control (ATC) fields?
- Provides products and services to governments, colleges and universities, and defense and civilian ATC agencies worldwide?
- Offers a pay-for-performance compensation structure, tuition reimbursement, and access to various professional development opportunities?
- Has work/life balance programs in place and offers a holistic benefits package that is fully customizable based on your specific needs?

If this sounds interesting to you, continue reading about our job vacancy below.

Reporting to the Director, Finance and active member of the Administration and Finance team, the **Assistant Controller** is responsible for the accuracy and timely monthly accounting activities. Tasks include data entry, general ledger transactions, reconciliations and production of different schedules and analyzes.

Essential Duties and Responsibilities:

- Determine the accounting method for each new project.
- Execute the monthly revenue recognition process.
- Execute the monthly consolidation process.
- Actively participate in monthly end and year end processes.
- Establish monthly treasury prediction based on projects.
- Follow up with Program Managers when a client account is late.
- Help the Director, Finance with the preparation of some financial reports and monthly and quarterly reports.
- Execute the annual budget for revenue.
- Help the Director, Finance with the external audit process.

- Help the Director, Finance by providing financial information regarding many requests for project, proposition, insurance and government.
- Help with billing.
- Personifies and contribute to the improvement of Adacel values and mission.
- Collaborate with other departments on the planning and the execution of the organization's engagements.
- Collaborate with the Director, Finance in the analysis of business processes.
- Performs other duties as assigned by Supervisor.

Required Qualifications:

- Bachelor's degree in Business Administration, Finance, Accounting, another related field, or equivalent experience.
- CPA (Chartered Professional Accountant) designation.
- 5 years' experience in a similar role.
- Experience with an Enterprise Resources Planner system (ERP).
- Knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Able to work on multiple projects simultaneously.
- Bilingualism (French and English) both orally and in writing.

Desired Qualifications:

- Excellent communication and presentation skills.
- Previous experience in the software industry.
- Experience working with SAP (ERP).

How to Apply:

- You may apply by sending a copy of your resume/CV to careers@adacel.com.

Adacel Inc. is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, civil status, disability, ethnic origin, language, political convictions, pregnancy, race or color, religion, sex, sexual orientation, social condition or gender identity or expression.