



April 2019

Job Title: **CONTROLLER**

Company Overview:

Rotoliptic is an engineering technology company located in beautiful Squamish, BC (40 minutes from Vancouver) leading the innovation of revolutionary pump technology. Our technology integrates a novel Rotoliptic pumping architecture, with superior benefits over incumbent technologies, including power, efficiency, and durability. Rotoliptic offers significant potential for career development and advancement, competitive compensation, and a company culture of fun, hard work, and celebration.

Position Overview:

We are currently looking for a part time Controller to fill a key role in our company going forward. The successful candidate will have direct experience managing government projects, budgets and reporting, ideally within the engineering industry. Please be advised that this roll includes a teaching element and will work closely with our Office Manager.

Primary responsibilities:

- Create and continually develop, procedures and accounting controls required for project operation.
- Assist with monthly journal entries, reconciliations and internal financial statements.
- Provide financial analysis as needed, in particular for capital investments, pricing decisions, and contract negotiations.
- Comply with local, provincial, and federal government reporting requirements and tax filings.
- Prepare tax and quarterly filings as needed.
- Manage financial year end and tax process, including communication with external CFO and Accountant, preparation of working papers and related analyses.
- Assists with the preparation and monitoring of annual company budgets.
- Other projects and activities as directed by the CEO.

Skillset:

The successful applicant will possess the following credentials and will have demonstrated excellence in the following areas:

- Must have a CPA designation.
- Very hands-on and operationally strong with at least 5 years of accounting experience preferably in the engineering industry.
- Experience in financial management and planning.



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- Exceptional verbal and written communication and report writing skills.
- Excellent team member with positive energy who is open minded, flexible and approachable.
- A creative problem-solver who enjoys a fast-paced environment and thrives under pressure.
- Has a take charge, 'make it happen' approach and will deliver an immediate impact.

In addition to the listed skillset, you also need to have these to be the right fit:

- Experience and comfort working in a R&D environment.
- Desire to learn.
- Desire to be involved in an organization at an early stage and contribute in shaping the company.

Rotoliptic needs talented people who are interested in building value, pushing boundaries, and contributing positively to its fast paced, fun, and rewarding team-based environment. If you feel that your background could be an asset to Rotoliptic, please forward your resume and cover letter, detailing your relevant skillset and experience, to info@rotoliptic.com.