



Controller

Job Description

Position Overview:

Reporting to the Founders of M.R. Crane Services, the Controller is responsible for overseeing the day-to-day financial operations of the company and ensuring the accuracy, integrity, and timeliness of financial reporting. As a key member of the administrative leadership team, the Controller works closely with ownership and operational leadership to support financial management, reporting, and decision-making within a dynamic, family-run business that has been shaping the crane service industry since its establishment in 2006.

The Controller plays a critical role in maintaining strong financial controls, supporting operational performance analysis, and ensuring the effective management of the accounting team and accounting processes including accounts receivable, accounts payable, payroll, and job costing. The role provides timely financial information and analysis to ownership to support operational efficiency, cost control, and sustainable business growth.

Key Responsibilities:

1. Financial Reporting and Accounting

- Oversee the preparation of timely and accurate monthly, quarterly, and annual financial statements.
- Maintain the integrity of the general ledger and supporting schedules.
- Ensure compliance with applicable accounting standards, tax regulations, and reporting requirements.
- Coordinate with external accountants and auditors to support year-end reporting and review engagements.
- Manage day-to-day accounting operations, including accounts receivable, accounts payable, payroll oversight, and financial reporting.
- Build and maintain effective working relationships with external accountants, auditors, financial institutions, suppliers, and other financial partners as required.

2. Budgeting, Forecasting and Performance Monitoring

- Assist ownership with the preparation of annual budgets and financial forecasts.
- Monitor financial performance by analyzing monthly and annual results relative to budgets, operating plans, and business priorities.
- Prepare variance analysis and financial reporting packages to support management decision making.

- Prepare financial reports and analysis that improve visibility into business performance and support operational decision making.
- Support the development and monitoring of operational and financial Key Performance Indicators (KPIs), including job profitability, labour performance, fleet utilization, and operating costs.

3. Job Costing and Operational Financial Support

- Maintain accurate job costing and project profitability reporting across crane operations.
- Ensure accurate project cost tracking and reporting to support operational decision making and profitability management.
- Support operational leadership with financial insights related to job performance, equipment utilization, and cost management.
- Monitor labour costs, project margins, and operational expense trends.
- Support ownership with financial analysis related to capital expenditures, equipment purchases, and other operational investments.
- Work closely with operations and administrative staff to ensure accurate financial information flow across departments.

4. Cash Flow and Working Capital Management

- Monitor company cash flow and assist with cash flow forecasting.
- Oversee billing processes, accounts receivable collections, and accounts payable management to ensure timely and accurate financial transactions.
- Support ownership in maintaining effective working capital management.

5. Internal Controls and Financial Processes

- Maintain and improve financial processes, procedures, and internal controls to safeguard company assets and ensure compliance with financial regulations and legislation.
- Ensure financial data integrity between operational systems and accounting systems.
- Identify and implement opportunities to improve efficiency through automation, system enhancements, and process improvements that strengthen financial reporting capability.
- Maintain accurate records and financial tracking of company equipment and other capital assets, including capitalization, depreciation, and asset reporting.

6. Risk Management and Compliance Support

- Support the preparation of financial information required for insurance renewals, financing arrangements, and bonding or lending requirements where applicable.
- Assist ownership in providing financial documentation and reporting required by lenders, insurers, and other financial stakeholders.

7. General Responsibilities

- Perform other duties customarily associated with the role of Controller within businesses operating in the construction and equipment services sector.
- Undertake additional responsibilities as may be assigned from time to time in support of the organization's operational and financial objectives.

Required Qualifications and Experience:

- Bachelor's degree in accounting, finance or a related field; an equivalent combination of education and experience will be considered.
- CPA designation or CPA candidate strongly preferred.
- Minimum of 5+ years of progressive accounting experience, preferably in construction, equipment rental, or industrial services industries.
- Experience with job costing environments and project-based financial reporting.
- Proficiency in Office 365 and accounting software including SAGE 50 or SAGE Intacct.
- Strong analytical and problem-solving skills with attention to detail.
- Ability to work collaboratively with operational leadership and ownership.
- Strong organizational and communication skills.

Limitations & Disclaimer:

The above position description is meant to describe the general nature and level of work to be performed by the individual in the position. It is not intended to be construed as an exhaustive list of all knowledge, skills, abilities, responsibilities, duties, physical job demands, and working conditions associated with the position.