

Telelink is growing again. We're looking for someone to grow with us as we expand our accounting department.

Job Title: Assistant Controller

Reports To: Director of Finance

Job Description:

The Assistant Controller is responsible for providing accounting support in all areas of financial processes and reporting. The ideal candidate is more than just a numbers person, they have impeccable attention to detail, a desire to learn, technical know-how, and last but not least, the ideal candidate is incredibly organized while juggling multiple priorities.

Responsibilities and Duties:

1. **Accounts Payable:**
 - Code and post invoices
 - Ensure timely payment of invoices
 - Maintain electronic vendor files
 - Process team expense claims
2. **Assist Director of Finance with Monthly Financial Statement Preparation:**
 - Prepare and post journal entries
 - Analyze general ledger accounts
 - Reconcile general ledger accounts such as prepaids, bank accounts, etc.
 - Reconcile credit card statements to general ledger
3. **Backup for Invoice Processing:**
 - Prepare and post accounts receivable invoices
 - Respond to customer billing requests
 - Process customer payments and make bank deposits
4. **Backup for Payroll Processing:**
 - Extract payroll information and ensure it is transferred to payroll supplier
 - Prepare and process unplanned payroll payment requests
 - Prepare and post bi-weekly payroll journal entries
4. **Data Management and Reporting:**
 - Provide financial and customer reporting and analysis as required
 - Provide proactive insights based on customer financial data to assist the Customer Success and Sales teams
5. **Budgets:**
 - Participate in the budgeting process including budget preparation
 - Monthly, quarterly and annual reporting on actuals to budget

6. Other Duties and Tasks:

- Act as a department Subject Matter Expert (SME) for key technology/tools in the accounting department
- Assist with preparations for audits
- Prepare funding applications with required supporting documentation

Knowledge & Experience Requirements:

- Strong knowledge of basic bookkeeping procedures
- Strong knowledge and understanding of accepted accounting principals
- Strong interpersonal and communication skills
- Ability to work effectively with a wide range of constituencies in a diverse company
- Strong knowledge of Microsoft Office applications, especially Excel
- Experience in accounting software, preferably Sage
- Ability to work independently
- Ability to meet deadlines
- Exceptional attention to detail
- Positive, upbeat attitude
- Ability to spot efficiencies and willingness to implement changes when required
- PowerBI experience would be an asset
- AI platforms, such as Copilot and understanding of its applications in accounting processes would be an asset
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Education and Experience Requirements:

- Post-secondary diploma with a focus in accounting or relevant work experience
- A certificate in accounting would be considered an asset

KPIs:

- Accuracy of financial information and reporting
- Timeliness of monthly close process
- Days payables outstanding and alignment with purchase approval process
- Other financial KPIs to be determined

Working Conditions & Physical Effort:

- Work schedule will be Monday to Friday 9-5 with a hybrid working model. Schedule of days to be worked in the office will fluctuate based on deadlines.
- From time to time, you may have to work outside of regular hours

- The call centre is a 24x7x365 operation and you will be required to occasionally provide emergency support after business hours

How to apply

Send your resume and cover letter to Jill at jspurgeon@telelink.ca