

Job Title: **CONTROLLER**
Location: Cypress Mountain Resort
6000 Cypress Bowl Road, West Vancouver, BC V7V 3N9
604-926-5612 www.cypressmountain.com
Department: Accounting
Status: Full Time/Year Round (FTYR)
Reports To: General Manager & Boyne Vice President/Controller
Start Date: May 2023

If you enjoy a fast-paced work environment, have an above average attention to detail, thrive in completing tasks on time while paying extra attention to the exact correctness of work, this role is for you!

Join the Cypress Mountain Accounting Department and as the Controller, lead and support the Accounting Team while being responsible for the operation's financial health.

DUTIES & RESPONSIBILITIES (include but not limited to the following):

- Develop, implement and enforce internal controls to maximize protection of company assets, policies, procedures, and workflows
- Implement consistent accounting policies, practices, and procedures across all programs, adhering to federal and provincial legal standards while remaining knowledgeable of proposed legislation
- Guide financial decisions by applying company policies and procedures to current economic landscape
- Maintain, manage and analyze financial statements
- Provide comprehensive weekly financial updates to the Senior Leadership & Corporate Teams
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- Help achieve budgeting goals with proper scheduling, analysis, and corrective actions
- Develop and monitor Operating Budgets
 - Develop seasonal budget targets
 - Maintain, issue, and reconcile budgeting templates
 - Work with team members to create and meet targets
- Review cash disbursements to ensure compliance with established procedures and releases disbursements or investigate and resolve discrepancies
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- Maximize payroll efficiency through innovative process development
- Maintain internal safeguards for revenue receipts, costs, and team and organizational budgets and actual expenditures
- Coordinate audits of company's accounts
- Contribute to overall department goals by performing other related duties as assigned
- Lead and support the Accounting team to create an environment of trust and productivity
- Embrace the company's core values:
 - K.R.P. - Kindness, Respect, and Professionalism in every interaction
 - L.E.A.D. - Long-Term Thinking, Excellence in Execution, Attitude is Everything and Develop Great People

QUALIFICATIONS/COMPETENCIES:

- 6+ years' years of experience as a senior-level accounting or finance manager
- Strong understanding of banking processes and financial data analysis
- Efficient in MS Office, databases and accounting software
- Working knowledge of federal and provincial tax regulations and compliance reporting
- Experience in managing payroll, with focus on streamlining accounting processes
- Exemplary history of financial project management
- Excellent written and verbal communication skills
- Excellent time management and organizational skills
- Accuracy and attention to detail
- Ability to multi-task in a fast-paced environment
- Well organized, punctual, hardworking, self-motivated and outgoing
- Ability to remain organized and courteous when under pressure
- Excellent interpersonal skills, problem solving and decision making skills
- Adaptable to work effectively in a diverse and ever-changing working environment
- Ski industry experience an asset but not required

CERTIFICATES, LICENSES, REGISTRATIONS:

- Bachelor's degree (or equivalent) in business, accounting, or related field
- Professional certification, such as CA (chartered accountant) (desirable but not required)
- Must be able to legally work in Canada
- Valid driver's license
- A reliable/insured vehicle with winter tires to get to/from work (no shuttle service in the off season months)

WAGE/BENEFITS:

- Wage: DOE
- Benefits package
- Annual bonus program
- Skiing/riding/cross country skiing/snowshoeing/snow tubing benefits
- Season pass(es) for immediate family (including spouse and minor children)
- Free Lessons
- Discounts in F&B & Big Bear Sports
- FUN work atmosphere in unique environment!

TO APPLY:

Please visit www.cypressmountain.com/employment to apply online

We thank all applicants but only those selected for an interview will be contacted.

The above description is a general overview of the responsibilities of the position but is not intended to be all-encompassing. Additional or alternative responsibilities may be assigned and discussed, depending on the dynamic needs of the department and Cypress Mountain Resort as a whole.