

# Leaders

INTERNATIONAL

---

Executive Search

VANCOUVER

EDMONTON

CALGARY

SASKATOON

WINNIPEG

TORONTO

OTTAWA

MONTREAL



## OPPORTUNITY PROFILE

### Corporate Controller

## About Pace Technologies

### North America's Source for Power System Support & Expertise

Founded in 1989, Pace Technologies Inc. provides a complete portfolio of electrical and inspection services required to install and maintain a safe, reliable power system in Edmonton and throughout North America.

Our goal is to provide our customers and business partners with condition-based service strategies that not only meet budgetary needs, but increase safety across the board for people, power plants, and electrical equipment.

We employ the latest test methodologies, test equipment, and expertise to help you analyze, optimize, and extend the lifespan of your power system equipment.

We are 100% Canadian-owned and offer:

- Great customer service
- 24/7 emergency services
- Field services
- Transmission and distribution
- Imaging
- Mobile PPE testing & recertification
- Online sales of electric power systems PPE

To learn more about Pace Technologies, visit <https://www.pacetechnologies.com/>

## The Opportunity

Reporting to the owners, the Corporate Controller provides leadership and direction to Pace Technologies' financial systems, processes, reporting, controls, compliance and administrative activities. They will lead a small team of dedicated accounting and administrative professionals and be a key member of the Pace Technologies leadership team. They will support the owners in providing key reports and information to ensure sound business decisions can be made.

### Key Roles & Responsibilities

#### Strategy and Leadership

- Provide key financial reports and forecasts to the ownership group to support them in making key strategic decisions for the organization.
- Participate in strategic planning discussions with the owners and other key leaders in the organization.
- Act as a mentor and coach to direct reports, supporting succession planning.

### **Accounting and Finance**

- Lead 3 accounting staff to oversee all full cycle accounting activities.
- Support and provide backup for all AR and AP functions,
- Oversee banking processes and relationship
- Manage cash flow effectively
- Lead all financial reporting including;
  - Monthly journal entries and bank reconciliations.
  - Quarterly close process and internal financial statements (for bank reporting).
  - Annual close process and liaison with an external accounting firm for financial statements, covenant calculations, and cash flow forecasting.
- Provide financial reports for projects and project managers, providing clarity on profitability
- Ensure timely remittance of tax filings. Act as the key liaison between PACE and their external accountants.
- Administer payroll, employee benefits and the RRSP plan.

### **Administrative Duties**

- Support office manager, Projects Managers and an administrative team of 4 to manage all administration activities which include but are not limited to:
  - Attend weekly administrative/accounting team meetings to review schedules, updates, and key business topics (people, projects, IT, property, safety).
  - Assist with project bids as needed.
  - Review and negotiate customer contracts and rate sheets
  - File storage and archiving.
  - Employee office communications (cell phones, internet, office phones).
  - IT purchases, projects, and maintenance.
  - Customer prequalification processes.
  - Business license renewals.
  - Commissioner of Oaths duties for contracts.

### **Supplementary Supportive Areas**

- Human resources
  - Coordinate and support recruitment processes with key hiring managers/leaders (job postings, interviews, offer letters etc..)

- Coordinate and support the company performance management process.
- Insurance
  - Coordinate and support the annual renewal process
  - Manage insurance claims, liaising with adjusters, insurers, and legal counsel as required and directed by ownership
  - Coordinate new or increased insurance coverage based on project/client requirements, as directed by ownership and other operational leaders.
- Legal
  - Support ownership with respect to legal matters, including US TN visas, Trademarks, Waivers of liability, lawsuits and legal disputes.

## The Person

### Qualifications & Education Requirements

The ideal candidate will have undergraduate credentials, with a CPA designation being required. They will have a track record of success in positively progressive financial and operational leadership positions and experience working with an owner managed business.

They will have significant experience leading teams, accounting and finance functions and be seen as a trusted advisor to the ownership and/or leadership team.

### Knowledge, Skills & Attributes

**Professionalism and Integrity** - Is a mature, respected, innovative financial professional with excellent problem-solving skills and a strong orientation to customer service. Has outstanding communication and interpersonal skills combined with a results-oriented business approach. Has an honest, straightforward manner. Has high ethical standards and an uncompromising sense of integrity.

**Technical Competency** - Is an excellent technical and strategic accountant who pays proper attention to detail and has a flair for communicating on a peer level with non-financial managers and executives. Remains on top of current developments in accounting, finance, currency trading, taxation, and information systems. Has the capacity for thinking analytically and evaluating complex business and accounting issues. Assists senior management in evaluating the future consequences of decisions. Has a well-developed sense of reasoning and an ability to acquire knowledge. Ensures accurate and timely reporting. Strives for continuous self-advancement and improvement. Can focus on detail while always keeping the “big picture” in mind.

**Strong Business Orientation** - Takes a proactive approach and exhibits strong business acumen and well-developed business planning skills. Can enhance business partnerships with other functions. Has a sound knowledge and understanding of the economics of the business, including where costs are incurred. Leads with a strong sense of service and efficiency in all budgeting, financing, and management reporting. Has a positive attitude regarding “doing more with less” and instilling accountability.

**Communication Skills** - Possesses strong upward and downward communication skills, both verbal and written. Expresses thoughts in an organized, concise manner. Actively listens to the issues of others in a manner that elicits cooperation and support. Develops and delivers effective presentations. Can translate financial data into relevant and understandable management information.

**Team Player** - Has the ability to establish and maintain effective and positive internal relationships. Is a “hands-on” manager who can work well independently and within a team. Is genuinely interested in the further development of staff and other stakeholders. Is collaborative with strong listening skills.

**Negotiation Skills** - Is a diplomatic and effective negotiator who works systematically toward win-win solutions on all internal and external matters.

**Pragmatic Decision-Maker** - Recognizes and integrates business priorities and changes in approach. Shows common sense and intuitive judgment abilities and makes sound decisions.

## Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

## Express Your Enthusiasm

*Leaders International values diversity, equity, and inclusion in all aspects of its operations. Candidates are invited to contact us directly with any accommodation requests.*

To apply, please email a cover letter and resume (PDF or Word document only) to **Ardyce Kouri or Shubi Jain** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the title in the subject line.

**Leaders International Executive Search**

[www.leadersinternational.com](http://www.leadersinternational.com)