



recreationalpowersports.com
(780) 732-1004
11204 154 Street NW
Edmonton, AB

Controller

Recreational Power Sports is a fast growing marine and power sports dealership and service centre. We are looking for an upbeat, committed, full-time controller to provide financial and administrative support and management of a one person office.

This position reports directly to the partners of the company. Our current Controller is retiring, but will be available during the transition.

Responsibilities:

- General office tasks (filing, scheduling meetings, making travel arrangements, ordering supplies, etc.)
- A/P
- Daily sales reports
- Payroll (hourly, salaried, & commissioned staff)
- HR duties
- Online banking and reporting
- Monthly financials
- Monthly reports
- Accounts reconciliations
- Prepare the Year End for the accountant
- Annual T4s & reports
- Other duties as required

Requirements:

- Knowledge of all phases of Monthly Accounting Cycle
- Excellent written, verbal and interpersonal skills
- Organized and detail oriented
- Experience with Sage Accounting software is an asset
- Committed individual with a positive attitude
- Must be a critical thinker
- Accounting designation or actively enrolled in a program is an asset
- Excellent knowledge of Excel & Microsoft office
- Knowledge of finance, accounting, budgeting, and cost controls



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Why You Should Apply:

- Full medical/dental benefit package (effective after 3 months)
- Employee discounts
- Full time hours with the opportunity for a compressed work week in the off-season
- We are closed all long weekends

Position: Full time with a flexible schedule

Salary: To be determined based on education and experience

*Though all resumes are welcome, only qualified candidates will be contacted at this time.
We are an equal opportunity employer.*

**Please forward resumes, including a cover letter, to Wilma Leduc at
info@recreationalpowersports.com**