



INTERCONTINENTAL TRUCK BODY

Office Manager / Financial Controller

JOB SUMMARY

ITB is looking for a results-driven and confident Office Manager / Financial Controller to manage and improve our organizations financial performance and direct our accounting operations. Duties for the Office Manager will include managing accounting records, evaluating and managing risk, ensuring compliance with regulations, publishing financial statements, overseeing accounting operations, and ensuring accuracy of all financial information.

The strategic planning and exceptional numerical proficiency as a Office Manager will aid our organization in maintaining positive revenue and financial growth, formulating sound financial strategies, and developing financial plans that support organization strategy.

The ideal candidate should possess strong analytical skills, exceptional problem-solving skills, be highly organized, and have excellent leadership skills.

COMPANY OVERVIEW

Intercontinental Truck Body has been building unique quality products for over 45 years. Our mission is to be driven by innovative engineering, uncompromising quality and superior customer service and our goal is to meet our customers' needs while exceeding their expectations. With each customer relationship, we strive to deliver the unmatched value and excellence making us a leading manufacturer of custom truck bodies, trailers, and enclosures. ITB is a dynamic company with an open mind and lots of opportunity for growth. We value creativity, reliability, and open-minded thinking.

LOCATION

Our Coaldale, AB plant is located just off of highway 3 and is an easy commute from Lethbridge or Taber. We currently have 93 employees and are continuing to expand.

DUTIES AND RESPONSIBILITIES

FINANCIAL / ACCOUNTING

- Oversee accounts payable, accounts receivable, payroll and all accounting / reception staff to ensure proper policy and procedures are being followed
- Prepare, analyze, and provide monthly and annual financial reports
- Monitor internal controls and verify balances from accounts payable, accounts receivable and the general ledger
- Evaluate and manage risk while coordinating audit processes
- Operate ERP computerized accounting software to perform all accounting functions
- Provide information to senior management regarding financial decisions when requested
- Perform duties of other office staff, as needed, whenever they are absent
- Collect Accounts Receivable, staying in contact with customers until accounts are cleared

OFFICE MANAGEMENT

- Ensure filing systems are kept in good order and up to date
- Maintain office equipment and supplies
- Ensure the protection and security of files and records
- Assist with customer and employee inquiries when necessary

QUALIFICATIONS

EXPERIENCE

- Proven experience in payroll and business administration
- Sound knowledge of accounting fundamentals
- Auditing experience
- Compliance oriented
- Proficiency in accounting software
- Proficiency in Microsoft Office
- Strong leadership qualities
- Excellent communication and interpersonal skills

EDUCATION

- Post-Secondary education with a focus in accounting, payroll and business administration considered a strong asset

BENEFITS

- Flexible Health and Dental Benefits
- Employer Match RRSP Program
- Company Profit Sharing Program
- Annual Boot and Clothing Allowance
- Quarterly Attendance and Safety Incentives
- Company Paid Training

WORKING HOURS

- Permanent full-time
- Core hours 7:00am – 4:30pm (44 hours per week)

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