

FillmoreRiley

Assistant Controller

Fillmore Riley LLP is a highly regarded and accomplished full-service law firm located in the heart of downtown Winnipeg. We have an immediate opening for an **Assistant Controller**. Under the direction of the Controller, the Assistant Controller will assist in the oversight of the daily finance and accounting operations of the firm and will provide leadership to the accounting team while adhering to the quality standards set by the firm and ensuring compliance with Canadian accounting standards.

Responsibilities

- Assist in overseeing the day-to-day accounting operations and provide guidance and mentorship to the team fostering an environment that strives for excellence, innovation, enthusiasm and positivity.
- Take a leadership role with the accounting team responsible for the full accounting cycle including trust desk, A/P, A/R, collections, general ledger, cost recovery and payroll posting.
- Assist with all aspects of the accounting area and ensure the month close is completed accurately per Canadian accounting standards and within the monthly close cycle, including the preparation and review of all account reconciliations and key accruals.
- Assist with providing monthly, quarterly and year-end analysis.
- Assist in the budget process and ensures budget objectives are achieved by scheduling expenditures, analyzing variances and initiating corrective actions.
- Assist to develop, implement and maintain the firm's financial policies and procedures in accordance with best practices of internal control, accounting standards and business management.
- Maintain staff through training, coaching and developing personal growth opportunities.
- Draft and recommend for approval finance policies, processes and procedures.
- Recommend improvements for the effectiveness and efficiency of the accounting and billing processes.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Perform any other duties as assigned.

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Skills and Experience

- Exercise sound judgement and problem solving
- Excellent people and communication skills
- Ability to work in a fast-paced and high-pressure environment
- Complete complex assignments with minimal supervision
- Management of people and workflow
- Ability to multi-task and prioritize competing deadlines
- Exercise critical thinking, with attention to detail and consistently produce high-quality work

Qualifications

- Bachelor's degree in accounting, finance, business administration or similar field
- At least five years of work experience in finance, accounting or business operations
- Completion of a Chartered Professional Accountant (CPA) designation is desirable
- Expert knowledge of Word and Excel

Fillmore Riley is committed to maintaining an inclusive work environment composed of people with diverse backgrounds, perspectives and identities. We encourage applications from all qualified candidates.

We offer a professional and collaborative work environment, a comprehensive training and orientation program and an exceptional benefits package. Salary will be commensurate with experience and skills.

Please forward your resume stating salary expectations in confidence to:

FILLMORE RILEY LLP

1700–360 Main Street
Winnipeg MB R3C 3Z3
Attention: Ms. P. Kapilik
pkapilik@fillmoreriley.com

We thank all applicants in advance for their interest; however, only those under consideration will be contacted.