

**Job Posting
Division Controller
Port McNeill, BC**

THE OPPORTUNITY

We are currently recruiting for a **Division Controller** to be based in one of our offices on **Northern Vancouver Island** supporting our Timberlands operations.

What You'll Do: The Division Controller provides financial leadership and operational support and analysis for all financial results and obligations for our North Island Timberlands operations. You will oversee and mentor a small team of accounting professionals and work closely with the operational business partners acting as a trusted advisor on all financial matters.

Who You Are: This is a great opportunity for someone with 3-5 years of experience post-designation. The ideal candidate has experience leading a team, and experience in forestry or another natural resource industry is a definite asset. You are proficient at Excel, have strong communication skills and would be excited about a role where you can live and work in a small community and make a real impact.

Work Environment: This position will be based in one of our offices on **Northern Vancouver Island** and will be required travel to other operations on the North Island as needed based on the operational needs.

RESPONSIBILITIES

- Responsible for operations review of the month-end closing process including journal entries, standard reporting package, account reconciliations, KPI tracking, and Monthly Operating Report analysis and preparation;
- Provide Financial Review and approval for all vendor payments and accounts receivable transactions;
- Analyze monthly statements in terms of key issues in sales, costs, productivity, and margins;
- Prepare ad hoc management reports as needed and ensure the integrity of operations data feeding-related business systems;
- Weekly cost, revenue, inventory turns, EBITDA, KPI reporting and review with Operations Manager as well as assisting with high-level key metrics comments to General Manager;
- Lead the capital planning and tracking processes for the operation;
- Perform analytical support for operational cost and margin improvement;
- Lead and coordinate the operation's annual planning process, quarterly forecasts, and monthly flash forecasting;
- Provide project support for capital projects and large maintenance projects;
- Assist operations in making financial decisions that maximize performance;
- Facilitate process reliability & optimization analyses;
- Facilitate standardization and streamlining of processes;
- Ensure appropriate internal controls are in place for the division;
- Coach/develop/mentor junior team members and administration staff; and

- Operation focus on compliance with corporate policies and procedures.

QUALIFICATIONS

Education and Experience

- CPA designation
- University degree in business management, finance or accounting
- Working knowledge of the forest industry an asset
- Strong business process and budgeting knowledge
- More than 5 years' experience in a financial and/or business services capacity

Skills, Knowledge and Required Competencies

- Improvement oriented and focused on identifying business efficiencies
- Excellent communication skills, both verbal and written
- Good working knowledge of MS Office applications (Outlook, Excel, Word)
- Detail focused and strong ability to multi-task with strong organizational skills
- Ability to work with tight deadlines and prioritize tasks
- Ability to work effectively with all levels of the organization

LIVE WORK PLAY

Living on Vancouver Island North is an opportunity wrapped in a lifestyle. Affordable homes, diverse careers, safe and strong communities, and endless outdoor activities are present. Vancouver Island North is one of British Columbia's most abundant and diverse natural resource regions where you can enjoy world class fishing and hunting, AMAZING skiing at Mt. Cain and so much more when it comes to the world of outdoor recreation.

To learn more about **Vancouver Island North** as a great place to live, work, and play: click [here](#).

YOUR CAREER

At Western Forest Products, we believe our most significant asset is our people. Investing in our people brings value and success to our business, ensuring a safe, engaged, productive and continuously improving workplace. We offer challenging opportunities working alongside the best in the industry to meet your career and professional development goals while providing competitive total rewards and recognition.

We provide a variety of **on-the-job training** and **continuing education** in many areas at Western to ensure you have the skills you need to succeed. Our **promote-from-within culture** recognizes high performance and we offer diverse career paths across the organization for those with the talent and will to advance.

Our **total rewards offering** including **competitive pay, performance bonus, pension plan, benefits** and other programs designed to support our employees.

WESTERN OVERVIEW

Western Forest Products is a leading forest products company that sustainably manages forests and manufactures high-quality wood products. Headquartered in Vancouver, British Columbia with operations in the coastal region of BC and Washington State, Western meets the needs of customers worldwide with a specialty wood products focus and diverse product offering.

Our commitment to health and safety, environmental stewardship and community engagement is core to how we do business at Western Forest Products.

Our approach to responsible business practices in all aspects of our business is multi-faceted. We adhere to and employ the most stringent environmental practices in the world. The steps we take to ensure the forests in which we operate are renewed and remain healthy and viable for future generations are mirrored in the care we take to make certain our communities continue to grow and prosper. This includes investing in communities where we operate and continuing to forge mutually beneficial relationships with First Nations in respect of their local and cultural interests.