

## CONTROLLER

\$90,000 - \$120,000

NANAIMO, BC

### ABOUT THE COMPANY

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In April 2023, long-time owners Ian and Shari MacPherson sold Stones Boatyard and Nanaimo Yacht Charters to Tony and Mike Harris, Ken Schley, and Andrew Babuin. Under the new ownership the group offers a comprehensive range of marine services and exceptional charter experiences.

Stones Boatyard is a professional, environmentally friendly facility located on the east coast of Vancouver Island. Renowned for its cleanliness and commitment to environmental stewardship, Stones Boatyard adheres to Environment Canada's "Best Management Practices" and provides services including boat haul-out, repair, and maintenance. The facility features a convenient fuel dock on approach and works diligently to minimize environmental impact, striving to prevent contamination of the aquatic environment.

Nanaimo Yacht Charters continues to deliver memorable charter holidays with a fleet of well-maintained sail and power yachts. Distinctively, it is the only charter company in British Columbia to offer an integrated service that includes a full-service yacht repair and maintenance division, an 85-ton Travelift, and an on-site marine store. This comprehensive approach ensures that every charter experience is supported by exceptional maintenance and repair services, providing a seamless and enjoyable experience for all customers. Together, Nanaimo Boatyard and Nanaimo Yacht Charters are committed to offering outstanding service while positively impacting the local community and economy.

### ABOUT THE ROLE

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The Controller is a key financial leader at Stones Boatyard, responsible for overseeing all financial and accounting operations to ensure the company's financial health and compliance. Reporting directly to the General Manager and indirectly to the board, the Controller collaborates closely with these stakeholders to provide strategic financial guidance and support. This role also extends to managing the financial aspects of Nanaimo Yacht Charters & Sailing School, ensuring seamless integration and alignment of financial practices across both entities.

The Controller is tasked with ensuring the accuracy and integrity of financial reporting, leading the accounting team in maintaining efficient and compliant financial operations. This involves developing and implementing financial policies and procedures that support the strategic goals of both Stones Boatyard and Nanaimo Yacht Charters & Sailing School. The Controller will play a critical role in budget preparation, financial analysis, and strategic planning, providing insights and recommendations to drive business growth and profitability.

Additionally, the Controller will oversee the accounting team, ensuring effective management of day-to-day financial activities, including accounts payable, accounts receivable, payroll, and general ledger functions. By strengthening internal controls and coordinating the annual audit process, the Controller will ensure that the organization meets all regulatory requirements and maintains high standards of financial transparency and accountability.

## KEY RESPONSIBILITIES

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- Lead the preparation, management, and analysis of budgets, forecasts, and financial reports to support the company's strategic objectives.
- Develop and enforce financial policies and procedures to enhance financial performance and ensure compliance.
- Oversee and manage all accounting operations, including accounts payable, accounts receivable, payroll, and the general ledger, ensuring timely and accurate completion of financial statements.
- Monitor and manage cash flow to ensure the company has sufficient funds to meet its operational needs and strategic objectives.
- Perform and manage bank reconciliations to ensure accuracy and consistency in financial records.
- Manage the accounting software system, ensuring its effective implementation and use across all business units. Train and support staff in its use to boost productivity and accuracy.
- Coordinate the year end compilation process, working with external auditors to ensure regulatory compliance and strengthen internal controls.
- Provide detailed financial analysis and insights to support executive decision-making and strategic planning.
- Prepare financial reports and presentations for management and the board, highlighting key performance indicators and areas for improvement.
- Strengthen internal controls to protect company assets and improve operational efficiency.
- Support human resource functions for the company.
- Collaborate with the board to align financial strategies with the company's business objectives.

## SKILLS AND QUALIFICATIONS

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- Bachelor's degree in accounting, finance, or a related field; CPA designation preferred.
- At least 4 years of experience in a financial management role, ideally within a retail or service-oriented industry.
- Strong knowledge of accounting principles and financial reporting standards.
- Proven ability to work independently and handle multiple responsibilities.
- Highly detailed and well-organized, with a proven ability to manage multiple priorities and complex tasks effectively.
- Strong interpersonal skills with the ability to work collaboratively across all levels of the organization, including employees, management, and customers, to drive performance and problem-solving.
- Excellent analytical and problem-solving skills, with a keen ability to identify trends, assess financial performance, and provide actionable insights.
- Outstanding verbal and written communication skills, essential for presenting financial information clearly and effectively to various stakeholders.

- Demonstrated ability to follow up and track progress on financial and operational tasks to ensure timely and accurate completion.
- Proficiency in accounting software, financial reporting tools, and Microsoft Office Suite, with the ability to manage and improve financial systems.
- Ability to adapt to changing financial environments and address complex issues with innovative solutions.

This is a unique opportunity to work with a dynamic team that prides itself on excellence in both environmental stewardship and customer service. As the Controller, you'll play a pivotal role in managing financial operations for both the boatyard and yacht charter service. You'll benefit from a supportive and innovative work environment, where your expertise will directly contribute to the continued success and growth of the organization. If you feel you would be a strong fit and are interested in learning more about this exciting opportunity, please forward your resume to [kam.ketler@mnp.ca](mailto:kam.ketler@mnp.ca)

We thank all candidates for their interest; however, only candidates selected to move forward will be contacted.