



Who We Are

Pro Builders Supply Ltd. operates Home Hardware Building Centre's in Kelowna, Osoyoos, and Penticton, BC, as well as Canmore, Airdrie, Cochrane, and Olds, AB. Supporting a wide range of consumer and contractor home improvement needs. We're Pros at helping Pros!

Having first put down our roots in Penticton, BC in 1998, we have maintained a hub here that includes our flagship store, along with a support office. This hub is home to our Controller and dedicated team of professionals committed to serving our locations. As an independently owned and operated company, Pro Builders now employs over 250 exceptional team members across eight retail locations in two provinces, with plans for continued growth and expansion on the horizon.

About the Role

Working out of our Penticton Support Office, and reporting to the CFO, the Controller will play a key role in ensuring the financial health of our growing organization. We pride ourselves on customer and employee-focused values, and as we continue to evolve, we're seeking a dynamic and experienced Controller to join our team and uphold these principles. This is a hands-on role that involves active management of day-to-day accounting functions, including financial reporting, budgeting, and overseeing compliance with regulations. You'll be deeply involved in the detailed operations of the finance team, ensuring accuracy, compliance, and overall fiscal responsibility. These key responsibilities include:

Financial Management & Reporting:

- Collect and consolidate financial data, ensuring timely completion of month-end and year-end financial close.
- Produce management reports, including consolidated financial statements, weekly and monthly sales reports, sales commission reports, weekly cash forecasts, and monthly gross margin targets.
- Handle monthly bank reporting and quarterly covenant compliance certificates.
- Reconcile bank accounts, supplier statements, prepaids, inventory, return to vendors, fixed assets, related party transactions, investments, rebates, outstanding receipts, accrued liabilities, bank debt, expense postings, bonus calculations, Head Office allocations, and GST/PST reporting and payments.
- Manage cash flow, including daily cash balancing, weekly EFT payments and receipts, and online bill payments.
- Oversee administration of corporate credit cards.
- Lead year-end audit processes with external auditors.
- Develop and implement internal control guidelines, policies, and procedures to safeguard financial assets.
- Assess and enhance accounting processes.

Leadership & Human Resources:

- Elevate the financial management knowledge of the Senior Management team.
- Provide leadership to the Accounts Payable Coordinator and A/P and A/R Clerks.

- Screen, hire, and train accounting department employees.

Asset & Operational Management:

- Oversee maintenance and protection of fixed equipment assets in conjunction with Health & Safety requirements.

General:

- Coordinate travel and accommodation arrangements.
- Contribute to the continuously evolving demands of the job and business and participate in special projects as assigned.

Here's What We Have to Offer

- Competitive Salary and Annual Bonus
- Group Health Care Benefits; including Extended, Dental, and Paramedical
- RRSP Matching
- Employee Store Discount
- Training and Education Advancement Opportunities
- Great Team Environment
- Work-Life Balance / Flexibility

Pro Builders is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

What We're Looking for in You

- Accounting designation
- Proven experience as a Controller, with five to seven years of financial and management experience in organizations with at least 50 employees and multiple locations.
- Proficiency in accounting and MS software, particularly Excel, databases, and general ledger software.
- Knowledge or experience in retail or lumber and building materials sectors ideal.
- Experience with ERP selection, implementation, and optimization an asset.
- Exceptional organizational skills and keen attention to detail.
- Strong IT skills, including advanced proficiency in MS Excel, Word, and PowerPoint.
- Aptitude for accurate computation, auditing, and financial analysis.
- Flexible, solution-focused, with strong interpersonal, verbal communication, presentation, and written communication skills.
- Dynamic leadership ability with experience in coaching and mentoring.
- Customer-focused with a proven track record of building open and trusting relationships.

Apply Now to Become Part of the Home Team!

If you're a results-driven individual with a passion for financial management, leadership, and a desire to make a significant impact, we want to hear from you. [Apply Here!](#)

We appreciate your interest and application, but only those selected for an interview will be contacted by our recruitment team!

Checkout our website to learn more: <https://pentictonhhbc.com>