

ASSISTANT CONTROLLER | FULLY REMOTE

Head Office Corporate Services Inc.

Location: Remote / Home Office – Alberta

Job Type: Full-time

Experience: 5+ years progressive accounting experience

Compensation: \$78,000-92,000, depending on experience and demonstrated capability

About Head Office Corporate Services

Head Office Corporate Services Inc. provides outsourced accounting, bookkeeping, payroll, compliance, controller and advisory services to growing businesses across Western Canada.

Our clients operate primarily in construction, trades, transportation, agriculture, oilfield, industrial services and other owner-operated industries.

We are growing our accounting team and are looking for an experienced **Assistant Controller** who can bring strong technical accounting knowledge, sound judgment and a high standard of accuracy to our client files and internal team.

About the Role

We are looking for someone who can take the books from review through to completion - completing reconciliations, identifying and resolving issues, bringing month-end to completion, and helping strengthen the capability of the team along the way.

The Assistant Controller is a hands-on technical accounting role responsible for reviewing and completing accounting work, resolving discrepancies, completing month-end, preparing financial reporting and strengthening the quality of work produced by our accounting team.

You will work closely with and report to the **Senior Business Associate and CFO**, providing the technical accounting layer between our Accounting Technicians and senior leadership.

The initial focus of this position is internal accounting quality, completion and team support rather than direct client relationship management.

What You'll Do

Month-End & Financial Reporting

- Coordinate and complete month-end accounting for assigned client files.
- Review general ledger activity for completeness and accuracy.
- Complete and review balance-sheet reconciliations, including bank accounts, credit cards, GST, payroll liabilities, CRA accounts, loans, fixed assets and other asset and liability accounts.
- Prepare adjusting entries, accruals and reclassifications.
- Investigate unusual balances, discrepancies and accounting issues.

- Prepare monthly financial statements, supporting schedules and management reports.
- Review financial results for reasonableness and identify issues requiring further attention.
- Support cash-flow reporting, budgeting and forecasting as required.
- Complete and review intercompany reconciliations and investigate differences between related entities.
- Support month-end and financial reporting across multi-entity corporate groups, ensuring balances, transactions and reporting are accurate and consistent across entities.
- Review intercompany transactions, due to/from balances and related journal entries for completeness and proper treatment.

Accounting Review & Quality Control

- Review work completed by Accounting Technicians for accuracy and completeness.
- Ensure AP, AR, payroll, bank reconciliations and balance-sheet accounts are complete before month-end is finalized.
- Identify and correct accounting errors and incomplete work.
- Maintain clear reconciliation schedules, working papers and supporting documentation.
- Help strengthen month-end procedures, checklists and accounting controls.

Compliance & Year-End

- Review GST, payroll liabilities and other government accounts to ensure they reconcile to the general ledger.
- Support T4, T5, T5018, WCB and other compliance requirements.
- Prepare year-end working papers and supporting schedules.
- Assist with information requests and coordination with external accountants.

Team Support

- Provide technical guidance to Accounting Technicians.
- Help team members strengthen their understanding of reconciliations, month-end and accounting fundamentals.
- Review work constructively and provide clear direction when corrections are required.
- Identify recurring accounting or training gaps and bring them forward to leadership.
- Help build stronger accounting judgment, accuracy and ownership across the team.

What We're Looking For

This role requires a **strong hands-on accountant** who knows what a completed set of books should look like.

You should have:

- Minimum **5 years of progressive full-cycle accounting experience**.
- Strong experience completing month-end and preparing financial statements.
- Demonstrated ability to reconcile complex balance-sheet and general-ledger accounts.
- Experience finding and correcting accounting errors.
- Strong understanding of GST, payroll liabilities, CRA accounts and Canadian business compliance.
- Exceptional attention to detail.
- Experience preparing journal entries, accruals, adjustments and year-end working papers.

- Experience reviewing accounting work completed by others.
- Strong QuickBooks Online experience.
- Strong Excel skills.
- Excellent analytical and problem-solving ability.
- Exceptional attention to detail.
- Ability to manage multiple companies, priorities and deadlines.
- Strong written and verbal communication skills.
- Experience mentoring junior or intermediate accounting staff is an asset.
- Post-secondary education in accounting, finance or a related field is preferred.
- CPA designation or progress toward CPA is an asset but is not required.
- Experience working with construction, trades, agriculture, transportation, oilfield or other owner-operated businesses is considered an asset.
- Experience working with multi-entity corporate groups, including intercompany transactions and reconciliations.
- Did we mention exceptional attention to detail.
- Strong understanding of due to/from accounts, intercompany balances and related month-end adjustments.

Who Thrives at HOCS

You are likely to enjoy this role if you:

- Look at a balance sheet and understands why something doesn't reconcile.
- Don't consider month-end complete simply because all the transactions have been entered.
- Enjoy investigating accounting problems and getting to the right answer.
- Take pride in producing clean, accurate and well-supported financial information.
- Can work independently without working in isolation.
- Take ownership of problems and bring forward solutions.
- Enjoy helping less experienced accounting professionals become stronger.
- Are organized, accountable, curious and comfortable working in a fast-moving remote environment.

We value people who are practical, highly collaborative and committed to doing high-quality work.

Work Environment

The successful candidate must maintain a quiet, professional and distraction-free home workspace and be comfortable working independently while remaining connected with the team.

All required equipment and software are supplied by Head Office Corporate Services Inc.

Employees must maintain reliable internet service with a minimum speed of 50 Mbps download and 10 Mbps upload.

What We Offer

- **Competitive salary:** \$78,000–\$92,000, based on experience and demonstrated capability
- **Employer RRSP matching program**
- **Health Spending Account (HSA)**
- **3 weeks paid vacation**
- **Fully remote work environment**
- **Flexible work arrangements**
- Company-provided equipment and software
- A collaborative team environment with meaningful, technically challenging work

How to Apply

Thank you for your interest in joining Head Office Corporate Services Inc.

Applicants are required to visit www.headofficecorp.ca to upload their resume and cover letter and complete the pre-employment questionnaire.

Only candidates who complete the required application process through our website may be contacted.
This posting will remain open until a suitable candidate is found.