



CAREER OPPORTUNITY

ProKontrol is the largest distributor of heating, ventilation, air conditioning and refrigeration controls (HVACR) for commercial buildings in Canada. We distribute all major brands of **HVAC controls** under one roof.

More than a Supplier...A Solution! In addition to products and parts support, we also offer retrofit services, start-up services, telephone and on-site technical support, engineering design, panel assembly, technical drawings/wiring diagram and software programming. For 40 years, **ProKontrol** has been showing consistent growth with locations in Laval, Longueuil, Quebec, Toronto, Ottawa and Halifax in addition to our location for combustion. We are looking to fill the following position:

Assistant Controller

Interested in a career with the **ProKontrol** team? Please send your resume to: cv@Prokontrol.com

Main Responsibilities

- Participate in the month-end closing process
- Ensure the preparation of divisional monthly financial statements
- Participate in the preparation of annual financial statements and documentation provided to auditors
- Actively participate in accounts receivable and accounts payable activities (super user)
- Support the Controller in the budgeting process, analyze and explain variances
- Perform government remittances (e.g., sales taxes, installment payments, payroll deductions, etc.)
- Ensure compliance with accounting procedures and internal controls
- Process payroll during absences
- Collaborate with the Controller and the Finance Director on various accounting modernization projects
- Support the management team with growth-related initiatives, including business acquisitions, integrations, and other upcoming projects
- Perform any other related duties
- Stay up to date with knowledge pertaining to new products and technologies
- Attend training sessions given by suppliers and participate in industry meetings, seminars and trade shows

Requirements

- College Degree in Accounting and Financial Management with 10 years of experience
- OR Bachelor's degree in Business Administration, Accounting, or Finance with 5 years of experience
- Strong knowledge of the full accounting cycle
- Advanced proficiency in Excel
- Bilingual (French/English)
- Good knowledge of accounting systems
- Good proficiency with office software tools

Competencies

- Adaptability
- High Quality Work / Attention to Detail
- Planning and Organising Skills
- Stress Management
- Analytical Ability
- Sense of Responsibility
- Discretion

We Offer

- Competitive Salary
- Full Benefits Plan including Teledoctors
- Parking, Kitchen and Complimentary Hot Beverages
- Opportunity to grow within the company
- Personalized Training for all
- Flexible Schedule
- BBQ & Other Festivities
- Technical Challenges and numerous products to explore!

Permanent • Full Time • Based in Laval

You're part of the solution! Please send your resume to: cv@Prokontrol.com

