

CONTROLLER, SINGLE FAMILY

COMPANY: Jayman BUILT

LOCATION: Calgary, AB

TYPE: Full-time

SALARY: RANGE: 100,000-120,000 depending on experience

BONUS: Early bonus potential of 10% of Salary per year

JOB DESCRIPTION

Builder of the year 23 times.
Picture a career with us.

Jayman BUILT, one of Alberta's top home builders, currently has an opening for a **Single-Family Controller** at our Calgary location.

AS A 2023 BEST MANAGED COMPANY, WE WILL PROVIDE YOU WITH:

- ▶ Competitive compensation and incentive program
- ▶ Flexible health and dental benefits
- ▶ Opportunity to participate in a unique Jayman Employee Investment program
- ▶ Employer matching Group RRSP program and discount programs on Jayman products
- ▶ Continuing education is a focus at Jayman, and you have the opportunity to participate in annual customized education & training
- ▶ Opportunity for growth and career advancement
- ▶ Employee Discounts
- ▶ Social Club events
- ▶ On-site gym & parking

200-3132 118 Avenue SE, Calgary, AB T2Z 3X1

PHONE 403.258.3772 FAX 403.253.3576

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As the **Controller, Single-Family Homes at Jayman BUILT**, this position will be working out of our head office located in SE Calgary. The Controller will oversee the financial functions and policies for single-family construction including but not limited to accounting, budgeting, tax, treasury and financial customer relationships. This position reports directly to the VP of Finance and is a member of the management team. We are looking for someone with a strong work ethic and proven operational experience that has transitioned into a private, family-owned and very entrepreneurial industry.

A DAY IN THE LIFE:

- ▶ **Business planning:** In conjunction with the VP of Finance and Operational team, prepare the annual written plan for the financial side of the business including the land and project opportunities/constraints, a solid understanding of the competitive and economic environment, sales and market opportunities, sales, closing and margin targets, and cash analysis.
- ▶ **Internal Reporting:**
 - ▶ Ensure that monthly and quarterly financial statements are completed, and that accurate packages are delivered.
 - ▶ Review monthly results-to-date with the Calgary and Edmonton management teams, including review of project costs, sales, G&A expenses and trend analysis
- ▶ **External Reporting:**
 - ▶ Assist VP of Finance in creating and executing a reporting package for joint venture participants.
 - ▶ Ensure monthly and quarterly financial statements are distributed by the required timelines.
- ▶ **Capital and Risk Management:**
 - ▶ Complete financial reporting requirements accurately and submit to the bank within the required timelines.
 - ▶ Review letter of credit and renew or cancel as needed.
 - ▶ Ensure solid working relationships are maintained with legal, insurance and government agencies.

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▶ **Cash Management:**

- ▶ Ensure a rolling 12-month forecast of cash is completed and updated regularly
- ▶ Complete a weekly review of cash balances.
- ▶ Ensure all payments are properly authorized with supporting documentation and payments are made accurately and on time.
- ▶ Ensure all bank accounts are reconciled and all outstanding items are cleared.

▶ **Leadership:**

- ▶ Develop and maintain a high performing team through mentorship, coaching and supporting team members with day-to-day activities and goals, educational opportunities and experiential growth activities.

WHAT YOU WILL BRING TO THE TABLE:

- ▶ **Experience:** 10 years or more of hands-on diverse accounting and financial experience, with at least 5 years in a senior accounting / management role.
- ▶ **Education:** University Degree, accounting designation, CPA preferred
- ▶ **Skills and Attributes:** Our ideal candidate must be a “roll-up-the-sleeves”, “hands-on” Controller with a proven track record of success in leading, developing, hiring, motivating and mentoring high-performance accounting teams, bringing the following:
 - ▶ Analytical skills – demonstrated by the understanding of key business factors and the ability to utilize information to impact results.
 - ▶ Exceptional attention to detail.
 - ▶ Ability to prioritize and organize workflows and handle demands of a multi-tasking environment.
 - ▶ Motivated by a busy work environment with a variety of assignments.
 - ▶ Extensive ERP experience and previous experience with various modules of computerized general ledger accounting systems such as FAST Management System, NewStar as well as MS Office Software is considered an asset.
 - ▶ Knowledge of ASPE accounting standards.

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- ▶ Proven project management skills, including exceptional organization, planning and time management skills.
- ▶ Excellent oral, written and visual communication skills including solid presentation skills.
- ▶ Self starter and a multi-tasker with a passion for working in a high energy and fast-paced department.

For the last 44 years, Jayman BUILT has been proud to be one of Alberta's top home builders. Join the award-winning team and contribute to our exceptional track record. Please send your resume and cover letter to careers@jayman.com.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.

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