



POSITION:
LOCATION:

CONTROLLER

LEWISTON, NY

Open to those eligible to work in Canada or the United States

DURATION:

FULL-TIME (NON-UNION)

HOURS OF WORK:

Monday to Friday – Flexible Start Time

CLOSE DATE:

Monday, Nov. 25, 2024 at 8:00am

The Niagara Falls Bridge Commission (NFBC) owns and operates the Rainbow Bridge, Whirlpool Rapids (Lower) and Lewiston-Queenston Bridges. Our mission is to build, maintain and operate lower Niagara River border crossings to facilitate commerce and the movement of goods and people in a safe and efficient manner.

WE OFFER A COMPREHENSIVE BENEFIT / PENSION PACKAGE

Reporting to the Chief Financial Officer (CFO), the Controller oversees the financial reporting activities and day to day finance operations of the Commission. The Controller supervises a team of four to five staff members with functional responsibility over accounting, accounts payable, accounts receivable, and cash operations. The Controller is also involved in supporting presentations to the board finance and audit committee and will work closely with the senior executive team.

REQUIREMENTS:

1. Bachelor Degree in Accounting from an accredited College or University.
2. Ten or more years progressive experience in accounting and budgeting of which five years were in a supervisory and management capacity.
3. Strong computer background with a solid working knowledge of accounting software.
4. Must have knowledge of the US Generally Accepted Accounting Principles (GAAP) and standards.
5. Certified Public Accountant (CPA) with CPA firm experience preferred.
6. Requires strong accounting, analytical and leadership skills along with considerable independent judgment and specialized knowledge for development and implementation of the Finance Department's goals, projects, policies, procedures, methods and controls. Requires high level of logic and creativity in assisting with planning, policy and operational matters of the Commission as a whole.
7. Must be able to obtain and preserve CBP and CBSA "Reliability" clearance status.
8. Must be able to acquire and maintain suitable valid identification for crossing the USA/Canada border, this includes applying for the NEXUS program.
9. Must maintain work permits in U.S. and/or Canada as required.
10. Valid Driver's License

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs general accounting activities to include:
 - Supervision of finance department staff including training and performance evaluation.
 - Oversee accounts receivable and payable, tax filings, and coordination with external auditors, approve all signed disbursement checks and electronic payments.
 - Journal entry preparation and control; reconciliation of operating cash accounts and general ledger balances to detail records.
 - Preparation, review and analysis of US, Canadian and converted consolidated financial statements (monthly, quarterly, year-end).
 - Review of capital projects, approvals, and point of completion; determines depreciable life of capital assets.

2. Designs, implements, and modifies accounting structure consisting of separate funds maintained on both a US and Canadian basis. Automates manual processes or updates processes to achieve efficiency and strong internal controls.
3. Manages daily and weekly treasury functions including cash flow needs for various funds and movement of those funds. Reviews and analyzes investment activity.
4. Responsible for development, implementation of and adherence to internal accounting controls and policies. Establishes procedures to safeguard assets.
5. Works closely with CFO and department managers to coordinate yearly fiscal budget to include preparation, analysis and review of estimates for revenue, operating and capital expenditures, cashflow, debt coverage ratios, fund conditions and other budgetary accounts.
6. Directs financial audits conducted by outside agencies.
7. Must be familiar with and administer requirements of applicable bond indentures which direct bond proceeds and bridge revenues; ensure all accounting procedures and investment transactions are in accordance with said indenture.
8. Maintain up to date knowledge of principles, practices and methods of accounting. Research applicable Financial Accounting Standards Board pronouncements and their impact. Ensures compliance with regulatory requirements.
9. Assist in development, implementation, and communication of organizational policies and plans.
10. Other specialized projects and duties as assigned by the CFO.

APPLICATION INFORMATION

Please reply with reference: **Controller**, a detailed cover letter and resume prior to **Monday, November 25, 2024 at 8:00am** to:

ATT: Administrator
Niagara Falls Bridge Commission
5365 Military Road
Lewiston, NY 14092
Fax (716) 205-0667

ATT: Administrator
Niagara Falls Bridge Commission
P.O Box 395
Niagara Falls, Ontario L2E 6T8
Fax (905) 353-6667

or e-mail employment@niagarafallsbridges.com

We thank all applicants for their interest but only those advancing through the selection process will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY: *The Niagara Falls Bridge Commission does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*

ACCESSIBILITY NOTICE: *If you need a reasonable accommodation for any part of the employment process due to a disability, please send an email to: Employment@niagarafallsbridges.com or call (905) 354-5641 ext. 4122 / (716) 285-6322 ext. 4122. Reasonable accommodation requests will be considered on a case-by-case basis.*