



executive recruitment & appraisals inc.



Al Stober
Construction Ltd.

ASSISTANT CONTROLLER
PRIMARY RESPONSIBILITIES



Al Stober
Construction Ltd.

1. Providing day-to-day leadership and support to the operational accounting team
2. Responding in a timely manner to daily tenant and other business enquiries
3. On-going project analysis and construction progress up-dates
4. Tenant Improvement (TI) profitability consolidation
5. Cash flow forecasting
6. Monitoring Leasing Operating Costs for commercial properties
7. Supporting calculations for property acquisitions
8. Preparation of monthly and quarterly results implementing quarterly variance reporting
9. Developing and maintaining timely and accurate financial statements and reports
10. Drafting 15-month forecast preparation of annual variances in consultation with CFO
11. Reviewing annual BC Assessment Values, annual property taxes, reviewing/adjusting Yearend papers
12. Financial reporting to the bank
13. Yearend analysis of all residential and commercial properties
14. Reviewing year-end papers for ASC and writing any additional adjusting entries
15. Setting up periodic loan applications
16. Documenting yearend and annual legal resolutions
17. Managing CRA issues