



## CONTROLLER POSITION PROFILE

**Location:** Squamish, BC

**Industry:** Development & Construction

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### **ABOUT DHD CONSTRUCTION LTD.**

**DHD Construction Ltd.** is a Squamish-based, full-service construction and development company that for over fifteen years has specialized in creating residential real estate communities and building beautiful homes with passion in Squamish, Greater Vancouver and Whistler. We bring craftsmanship, sustainable design, business sense and professionalism to all our homes in the Sea to Sky corridor and take great pride in recently completing Squamish's first Net Zero, Zero Emissions, Step Code 5 home.

As part of the DHD team, there are three key values that guide our words and actions – a commitment to leadership; to build and act with integrity; and teamwork. These values are part of every decision we make to ensure the best possible outcome for our clients, employees, partners and communities in which we live. Our unwavering commitment to our company culture ensures we:

- Build sustainably, drive change, raise the bar and never stop learning;
- Build quality, care about people, think like an owner and do it right way; and
- Communicate, show support, share ideas, find solutions and be dependable.

Finch Drive in Squamish is DHD's latest project. DHD has secured four stunning mountainside view properties in central Squamish totaling over 20 acres. This future master-planned community will use modern building technologies to achieve some of Squamish's most energy efficient, multi-family homes. We are seeking an experienced Controller to provide day-to-day oversight of the financial well-being of DHD and seven affiliated companies. The Controller reports to the President and is a key member of DHD's senior leadership team. This role offers the right candidate the opportunity to enhance DHD's already strong reputation for building excellence and innovation and to be a powerful voice in the design and implementation of DHD's ongoing evolution. The Controller has a wide range of responsibilities, including:

- Timely and accurate financial accounting, reporting and budgeting;
- Implementing and maintaining appropriate policies, procedures and control systems;
- Managing the financial and administrative operations of DHD; and
- Contributing leadership and direction to the finance and administrative team.

## **THE ROLE: RESPONSIBILITIES and ACCOUNTABILITIES**

As a member of the Senior Leadership Team, develop strategies and provide direction for the organization. Be knowledgeable about DHD goals and financial progress. Support the strategic plan to advance the company's mission and objectives to promote revenue, profitability, and growth as an organization.

Create and maintain financial programs and supporting information systems of DHD to include cash flow and financial reporting including financial statements, special analysis and reports. In collaboration with the President, create a business plan and conduct financial analysis of development opportunities and corporate performance.

In collaboration with the President, establish and implement short- and long-range finance goals, objectives, policies and operating procedures. Provide periodic financial and operational reports to the President.

Oversee the approval and processing of revenue and expenditure documents and cash flow reviews; loan needs analysis, drawing requests and financial institution support; processing of year end and supporting financial statements; and employee benefit plans with particular emphasis on maximizing a cost-effective benefits package.

Approve and coordinate improvements in automated financial and management information systems for DHD. Develop and implement finance, accounting, billing and auditing procedures. Establish and maintain appropriate internal control safeguards.

Interact with the President and other employees to provide consultative support for planning initiatives through financial and management analysis, reports and recommendations.

Ensure record systems are maintained in accordance with generally accepted accounting standards; compliance with local, provincial, and federal reporting requirements; preparation of all required filings; and coordination of annual external audit and any other audits as required.

Provide mentorship and support to finance and administrative team to ensure they have all the tools and collateral required. Supervise and mentor the staff from whom DHD may from time to time assign responsibility, including setting annual goals and objectives and conducting biannual performance reviews.

## **QUALIFICATIONS and EXPERIENCE**

### **I. Education and Experience**

- A Bachelor's Degree in accounting, finance or business administration with a CPA designation;
- Minimum 8 years of experience in finance, preferably within construction or development;
- Experience with residential construction process, contracts and project accounting;
- Experience with construction specific ERP systems considered an asset.

### **II. Skills**

#### **Comprehensive knowledge of:**

- Full cycle accounting including production of financial statements;
- Accounting principles, tax and audit reporting regulations;
- Provincial and federal legislation;
- Accounting principles, tax and audit reporting regulations;
- Budgeting, cost controls, cost system application and construction cost management;
- Financial modelling, advanced Microsoft Excel, accounting and project management software with Spectrum ERP skills an asset;
- Contracting, negotiating, risk assessment and change management.

#### **Proven skill in:**

- Leadership;
- Strategic thinking;
- Problem-solving with the ability to effectively plan, prioritize and execute;
- Effectively engaging management level staff, employees and stakeholders in order to build partnerships, achieve strategic initiatives and attain organizational goals;
- Developing and standardizing operational structure and processes;
- Interpersonal relationship building.

#### **Demonstrated ability to:**

- Exceed targets;
- Work autonomously;
- Analyze organizational structure, identify processes and implement approved recommendations;
- Utilize technology solutions to assist in database management, proposal creation, and other business development processes;
- Drive goals and results while maintaining quality and attention to critical details;
- Collaborate with a variety of stakeholders to produce high-quality results;
- Motivate and lead team;
- Guide, coach and develop team;
- Communicate and present clearly and confidently;
- Innovate, while staying current with industry trends and best practices.



DHD has a Comprehensive Benefit package that includes competitive salaries, performance and investment bonuses, extended health and dental benefits, paid sick time, generous vacation and flexible work arrangements. For more information about DHD, visit us online at [www.dhdev.ca](http://www.dhdev.ca).

**TO APPLY**

Candidates are asked to submit a resume and cover letter in one document formatted as pdf detailing experience and qualifications to [admin@dhdev.ca](mailto:admin@dhdev.ca)

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.**