



PowerTraxx Vehicles Inc. is an industry leading manufacturer of off-road tracked vehicles servicing the electric utility, pipeline, drilling & exploration, construction, forestry, and other off-road industries. **PowerTraxx** offers a wide range of personnel carriers, material haulers, and carriers ready to be equipped with a vast array of devices such as aerial work platforms, construction cranes, digger-derrick's, drills, etc.

We are currently seeking a **Controller** to join our team in **Whitefish, ON** for an **18-month contract**.

The Position

The primary responsibility of the Controller is to oversee all accounting operations of the company. The Controller will also perform all accounts payable, accounts receivable and payroll functions together with any other general accounting related duties.

Duties & Responsibilities

- Prepare EFT and cheque runs;
- Prepare customer invoices;
- Receive, verify and process weekly time cards & salary reports;
- Prepare labour cost summaries for work orders;
- Prepare monthly remittances for EHT and WSIB;
- Complete annual preparation of T4's and reports;
- Maintain payroll records;
- Arrange group benefits payments;
- Conduct financial statement review;
- Prepares for external audits; and,
- Other duties and responsibilities as assigned.

Candidate Profile

- Proficiency with Excel and Microsoft applications;
- Detail oriented and ability to work both independently and in a group setting;
- Completion of accounting designation; and,
- Knowledge of Syspro & Canpay software would be an asset.

INTERESTED CANDIDATES:

Interested candidates can forward their resume and cover letter including salary expectations to careers@powertraxx.com. Please quote the job title in the subject line. We thank all applicants for their interest however only those selected for an interview will be contacted. PowerTraxx welcomes all qualified applicants including those who are designated group members – Women, Visible Minorities, Indigenous Persons and Persons with Disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To learn more about PowerTraxx please visit our website at www.powertraxx.com.