



CONTROLLER

NANAIMO, BC
\$110,000 – 130,000

ABOUT WINDLEY CONTRACTING LTD

Windley Contracting is a family-owned development and general contracting company based in Nanaimo. Since 1949, the company has played an integral role in shaping communities across British Columbia through the successful delivery of civil, residential, and commercial construction projects. Windley has earned a reputation for quality, reliability, and long-standing client relationships. From residential developments and commercial buildings to complex civil infrastructure projects, Windley approaches every project with a commitment to excellence, innovation, and practical problem-solving. The company combines the capabilities of a sophisticated construction organization with the values and culture of a family-owned business, creating an environment where people are known, supported, and empowered to grow.

Windley fosters a collaborative and entrepreneurial culture that values teamwork, accountability, professional judgment, and continuous improvement. Employees have the opportunity to make a meaningful impact, contribute to important business decisions, and build long-term careers within an organization that is invested in both its people and its future.

ABOUT THE ROLE

Reporting to the Chief Financial Officer, the Controller will provide leadership and oversight across the day-to-day accounting and financial operations of Windley Contracting, Windley Industries and Timberland Industries. The Controller will lead a team of four and work closely with the CFO, General Manager, Human Resources, project managers and other members of the organization. The role will also serve as an active member of the Management Committee. This is a hands-on leadership opportunity for an experienced accounting professional who can balance strong financial controls with practical, business-oriented support. The Controller will oversee core accounting functions, strengthen financial reporting, support budgeting and cash flow management, and provide meaningful insight into job costs, labour rates and equipment performance.

The role will also help improve the organization's systems and reporting capabilities, including building customized reports within Acumatica and developing a thorough understanding of how the company's various systems interact. The Controller will bring calm, professional judgment to the organization and be comfortable collaborating with operational leaders, asking thoughtful questions and contributing constructively to management decisions.

Importantly, this position is intended to form part of the company's longer-term succession plan for the CFO role. The successful candidate will therefore have the opportunity to develop a broad understanding of the business, take on increasing leadership responsibility and potentially progress into the CFO position in the future.

KEY RESPONSIBILITIES

- Lead the day-to-day accounting and financial operations of Windley Contracting, Windley Industries and Timberland Industries.
- Provide leadership, coaching and oversight to a team of four accounting professionals, fostering a collaborative and high-performing team environment.
- Actively contribute as a member of the Management Committee, providing financial insight, business advice and professional judgment to support strategic decision-making.
- Prepare timely and accurate monthly, quarterly and annual financial reports for management and ownership.
- Support the preparation of annual budgets, forecasts and cash flow projections, while monitoring financial performance against established targets.
- Oversee company cash flow management and provide recommendations to support operational and growth initiatives.
- Manage and continuously improve job costing processes, ensuring accurate project costing and reporting across the organization.
- Analyze labour rates, equipment costs and operational performance data to support informed business decisions.
- Develop, maintain and enhance custom reports within Acumatica to improve visibility into financial and operational performance.
- Become proficient in all company software platforms and understand how systems interact to support business operations.
- Oversee accounts receivable processes, including the review and approval of client invoicing and billing activities.
- Support project managers with contract administration, progress billings and financial matters related to active projects.
- Oversee accounts payable functions, including the review of vendor payments, cheque runs and expenditure controls.
- Ensure the integrity of accounting records through effective internal controls, reconciliations and process oversight.
- Coordinate and prepare GST filings and other required regulatory reporting obligations.
- Lead the year-end preparation process, including working papers, reconciliations and supporting schedules.
- Serve as the primary liaison with external accountants and advisors during year-end reviews and other financial matters.
- Prepare and coordinate financial information required for bonding, including quarterly reporting and ongoing compliance requirements.
- Coordinate financial reporting and documentation required for insurance programs and renewals.
- Provide oversight of the organization's IT function, working with internal stakeholders and external service providers to support business needs.

- Build strong working relationships with operational leaders, Human Resources, project teams and ownership to ensure effective communication and collaboration across the organization.
- Identify opportunities to improve financial processes, reporting capabilities, controls and system efficiencies.
- Contribute to a culture that values teamwork, accountability, continuous improvement and long-term growth.

SKILLS AND QUALIFICATIONS

- CPA designation
- Progressive accounting and financial leadership experience, ideally within construction, contracting, development or another project-based environment.
- Experience leading an accounting or finance team, with an approachable and supportive leadership style.
- Strong understanding of financial reporting, budgeting, forecasting, cash flow management, and internal controls.
- Experience working with job costing, project accounting, and operational performance analysis.
- Demonstrated ability to translate financial information into practical business insights and recommendations.
- Experience preparing for year-end audits and working directly with external accountants, advisors, and financial partners.
- Strong systems aptitude, including experience with ERP systems; experience with Acumatica would be considered an asset.
- Ability to develop reporting tools, dashboards, and customized financial reports to support decision-making.
- Strong analytical, problem-solving, and organizational skills with exceptional attention to detail.
- Excellent communication and relationship-building skills, with the ability to work effectively across all levels of an organization.
- Confidence and maturity to provide professional judgment, challenge assumptions constructively, and contribute meaningfully to management discussions.
- Ability to remain calm, composed, and solutions-focused in a dynamic and fast-paced environment.
- Demonstrated business acumen and a desire to take on increasing leadership responsibility over time.
- A leadership style that aligns with a family-oriented culture built on trust, collaboration, accountability, and continuous growth.

This is an opportunity to take on a visible financial leadership role within an established, family-owned organization that is continuing to grow. The successful candidate will influence financial processes and reporting, work closely with operational and senior leaders, and gain exposure to the broader management of the business. If you are interested in joining a collaborative, values-driven organization, please submit your resume in confidence to gwen.frizzell@mnp.ca or dushyanthi.krishna@mnp.ca. We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

We encourage you to submit your application through MNP's official process. To ensure a fair and consistent experience for all candidates, we also ask that you refrain from contacting the client or its staff directly regarding this opportunity.