

## **Entry-Level Controller / Accounting & Finance Coordinator**

### **ASL Environmental Sciences Inc. – Saanichton, B.C.**

ASL Environmental Sciences Inc., located near Victoria, B.C., is a leader in oceanographic consulting and instrumentation with over 45 years of experience serving government, industry, and academia worldwide.

We are seeking an Entry-Level Controller to join our employee-owned company. This role is ideal for a finance professional with strong analytical skills who is looking to grow into a senior financial role. You will provide day-to-day financial oversight, support long-term planning, and serve as a key backup to both the Bookkeeper and Human Resources staff when required.

#### **What We Offer**

- Competitive hourly rate: \$35-\$50, based on experience and qualifications
- Comprehensive health benefits package
- A supportive, collaborative and professional work environment where your contributions are valued
- Employee share-purchase plan opportunities
- Profit-sharing program to reward team contributions

#### **Key Responsibilities**

##### **Supervise and Review Accounting Functions**

Oversee accounts receivable and accounts payable processes to ensure accuracy.

##### **Payroll and Banking support**

Provide backup coverage for payroll processing, bank reconciliations, invoicing, and payables during staff absences.

##### **Cash Flow Management**

Conduct monthly cash flow analysis to monitor liquidity and support decision-making.

##### **Budgeting/Forecasting**

Lead and coordinate the company's annual budgeting process, working closely with department managers to set targets and monitor progress throughout the year.

##### **Financial Reporting**

Prepare accurate monthly and quarterly financial statements and related reports for presentation to the Board of Directors.

##### **Tax Compliance**

Review and manage all required tax filings and remittances. Ensure all filings are accurate, complete and submitted within required deadlines in compliance with CRA and other governing bodies.

**Year-End Coordination**

Prepare year-end working papers and liaise with external accountants to facilitate annual financial statement preparation and tax filings.

**Inventory Oversight**

Manage and reconcile annual inventory counts, ensuring accurate valuation and reporting.

**Government Program Support**

Assist in preparing financial documentation for Scientific Research and Experimental Development (SR&ED) claims and other incentive programs, including investment Tax Credits.

**Qualifications**

- Bachelor's degree or diploma in Accounting, Finance, or a related field
- 3+ years of experience in a financial or accounting role
- Proficiency with accounting software such as SAGE (Simply Accounting), QuickBooks Online or similar software is an asset
- Strong skills in Excel and financial analysis
- Highly organized with strong attention to detail and accuracy
- Strong written and verbal communication skills with the ability to convey financial **information clearly**
- Comfortable working both independently and in collaboration with other departments

**Additional Details**

Location: On-site at #1 – 6703 Rajpur Place, Saanichton, B.C.

Start Date: Flexible

Schedule: 30–37.5 hours/week (negotiable)

**To Apply**

Please submit by August 25, 2025:

1. A cover letter describing your qualifications and salary expectations
2. A current resume
3. Contact information for three professional references

Email your application to: [hr@aslenv.com](mailto:hr@aslenv.com) (No phone calls or drop-ins, please.)

Visit [www.aslenv.com](http://www.aslenv.com) to learn more about us.

We thank all applicants for their interest. Only those selected for an interview will be contacted.