

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 (No phone calls or drop-ins, please.)

Visit www.aslenv.com to learn more about us.

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