

Job Description	 newterra™ smart technology. sustainable solutions.™	Procedure No.	FIN.JD.002
		Revision	0
Date		December 22, 2021	
Owner/Approver		Cathy McGuire	
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BUSINESS UNIT CONTROLLER – ENGINEERED SOLUTIONS

DEPARTMENT: Finance

ACCOUNTABLE TO: Corporate Controller

SALARY/PAY GRADE:

JOB SUMMARY:

The Business Unit (BU) Controller is a member of the Newterra Finance Team responsible for the day-to-day management of Engineered Solutions, Aftermarket and EPRO business units. The BU Controller will work closely with the Corporate Controller and General Managers of the Engineered Solutions, Aftermarket and EPRO businesses.

RESPONSIBILITIES/ DAILY TASKS:

Financial reporting and analytical support for the Engineered Solutions, Aftermarket, and EPRO divisions including but not limited to:

Standard manufacturing costing analysis

Margin review of all projects, analyzing variances between budget and actual

Month-end reporting improvements and preparation

Business Unit reporting packages

Business Unit working papers

PowerPoint presentations, etc.

Providing monthly analysis and recommendations to General Managers

Inventory and Balance Sheet analysis

Manages the INC & LTD Legal entity (mainly ES, AM, EPRO) accounts payable and accounts receivable staff and related functions, including, but not limited to

Manage accounts payable staff as it relates to disbursements & related cash management

Manage accounts receivable staff as it related to collections, delinquent accounts, etc.

Manage the revenue analyst staff as it relates to the revenue recognition process, working with project managers to ensure accuracy of monthly revenue, and related external and internal commissions

On-going support of Newterra's Oracle Budget and Consolidation tool including but not limited to:

Business unit templates for Engineered Solutions, Aftermarket and EPRO personnel

The business unit "key metric" templates for Engineered Solutions, Aftermarket, and EPRO personnel

Supporting Engineered Solutions, Aftermarket, and EPRO personnel

Banking/cash management tasks related to the INC & LTD entities

Oversee fixed asset-related tasks as it relates to the INC & LTD entities

Completion of the INC & LTD monthly working papers/reconciliations and reviewing these with the Corporate Controller

Completion of select reconciliations or slides and ad hoc requests from the Assistant Corporate Controller as it relates to the completion of the monthly consolidated working papers and monthly performance report

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Assist Corporate Controller and in ensuring adherence to Newterra’s internal control policies and other ad hoc requests

Continuous improvements through a review of transactions, systems & processes to determine and implement improvements that could be made, financially or otherwise

Annually, work with auditors and tax advisors

Assist in the preparation and analysis of the annual budgets for the Engineering Solutions, Aftermarket and EPRO businesses

Responsible for safely performing duties and promoting safety to others following Newterra’s safety policies and procedures. This includes reporting all safety concerns, near-misses, and incidents to their Manager.

Demonstrated Behaviours

Newterra is seeking an individual embodying diligence, perseverance, and the ability to multitask in a constantly evolving dynamic environment.

Individual must be passionate about the accuracy of the financial data he/she is preparing, taking ownership of all trial balance accounts and reconciliations, aiming to continually improve all processes as required.

The individual must be able to interact with General Managers respectfully, empowering them with the financial data needed to make informed business decisions.

The individual must be a team player, putting the demands of the team first and foremost when faced with pressing deadlines.

Working in this challenging and invigorating environment is duly rewarded.

Experience and Skills Required

Professional accounting designation (or working towards)

3-5 years of management accounting experience

Experience in a manufacturing environment

Excellent written, verbal communication, and interpersonal skills

Strong attention to detail

Microsoft Office with advanced skills in Excel

Ability to work independently

Organizational and leadership abilities

Energetic, positive, enthusiastic traits

Experience with Oracle and ERP software is considered an asset