

Matix Lumber Inc. is a family, locally owned and operated professional building supply centre that provides for all of your building needs. We are a building supply and project centre providing contractors and do-it-yourself builders with the tools, materials, design, and construction services to support projects of any scale.

Matix Lumber services all sectors of the building industry and offers a comprehensive selection of quality lumber and building materials manufactured by North America's leading producers. We provide contractors, avid builders, DIYers, and community leaders the tools, construction service, and design expertise to support residential and commercial projects – from start to finish.

We believe in building collaborative, mutually beneficial relationships with everyone we work with and have been able to achieve this through our industry experience, sound project execution, and visionary thinking.

Reporting to senior finance leadership, the **Assistant Controller** will play a key role in supporting the day-to-day accounting operations and financial reporting of the organization. This role works closely with internal teams to ensure accurate financial information, strong internal controls, and continuous improvement of finance processes.

Consider applying for this incredible opportunity!

The Assistant Controller will be responsible for:

- Lead and support monthly financial reporting, including work in progress and variance analysis
- Ensure accurate, consistent, and timely financial statements across multiple operating companies
- Review journal entries and account and bank reconciliations to support clean, timely close cycles
- Monitor cash flow reporting and oversee AP/AR activities to support effective cash management
- Support inventory and cost accounting processes to ensure accurate financial reporting
- Collaborate closely with operations and cross-functional teams to ensure accurate reporting and strong financial controls
- Build and maintain strong relationships with vendors and internal stakeholders through responsive financial support
- Provide guidance, coaching, and support to accounting team members to promote efficiency, accountability, and teamwork
- Serve as a trusted finance partner on complex accounting matters and help leadership understand financial performance
- Maintain effective internal controls, ensure compliance with accounting standards, policies, and financing agreements, and support risk management initiatives
- Act as liaison with auditors by coordinating audit requests and responses across teams
- Develop, document, and continuously improve finance processes, standard operating procedures, and financial systems in collaboration with IT

The Assistant Controller will have:

- Bachelor's degree in accounting, finance, or related field; CPA designation or progress toward CPA strongly preferred
- 5-7 years of progressive accounting experience, including general ledger, month-end close, and financial reporting
- Experience in construction, manufacturing, or building materials is a strong asset
- Proficiency in financial reporting, budgeting, forecasting, and variance analysis
- Strong working knowledge of ERP systems
- Experience supporting audits, tax compliance, and regulatory reporting

- Strong analytical skills with the ability to identify risks, trends, and discrepancies
- Sound judgment and critical thinking in resolving accounting issues
- Detail-oriented with the ability to manage multiple priorities and deadlines
- Clear communicator able to explain financial information to non-financial stakeholders
- Proven ability to lead, mentor, and support accounting staff
- Demonstrated capability to improve processes, strengthen internal controls, and support scalable finance operations
- Other duties as assigned.

Our employees enjoy a full range of health benefits and other Company perks, including store discounts, tuition reimbursement, and much more.

If you are interested in this exciting opportunity with Matix Lumber, apply today with your resume and cover letter, including salary expectations, to hrcareers@matixlumber.com.

Matix Lumber is an equal opportunity employer and is committed to fostering a diverse workforce that is equitable and inclusive for all. Matix Lumber provides equal employment opportunity to all employees and applicants without regard to an individual's protected status under the Human Rights Code including but not limited to race/ethnicity, persons with disabilities, members of visible minorities, religion, creed, sex or gender, sexual orientation, gender identity or expression, family or marital status, pregnancy/childbirth or related conditions, national origin, military or veteran status, or any other protected status. Accommodations are available upon request throughout all aspects of the selection process. Candidates requiring accommodations may contact hrcareers@matixlumber.com.

We thank all candidates for their interest; only those selected for an interview will be contacted.