



MONTRÉAL ROSES

Controller

Position: Controller

Reports to: Director, Culture and Finance

Location: Laval, Quebec (Hybrid)

Status: Permanent, full-time

Salary: To be confirmed

Summary:

Reporting to the Director, Culture and Finance, the Controller will play a key role in ensuring the sound management of our financial operations. This role is responsible for the rigorous processing of the organization's financial transactions and for supporting management in the daily oversight of accounts, the preparation of financial reports, and compliance with tax and regulatory obligations.

Responsibilities (including, but not limited to):

- Maintain accurate bookkeeping by recording all accounting transactions (invoices, payments, deposits, etc.)
- Verify and reconcile bank statements with internal records as part of monthly reconciliations
- Manage accounts payable and receivable, ensuring invoice processing, payment tracking, and follow-ups as required
- Prepare payroll, including salary calculations, deductions, and timely government remittances
- Produce financial reports such as balance sheets, income statements, and periodic reports to support decision-making
- Support internal and external audits by providing required documentation and collaborating with auditors
- Ensure tax compliance by preparing and submitting GST/QST filings according to legal requirements
- Organize and archive accounting records in a structured and secure manner

**Qualifications:**

- Accounting degree (CPA designation required)
- Minimum of 5 years of experience in a similar role
- Proficiency with accounting software (e.g., Dext, QuickBooks, etc.)
- Intermediate to advanced skills in Excel

Required skills:

- Strong knowledge of accounting principles and tax obligations
- Highly organized, detail-oriented, and discreet
- Ability to work both independently and collaboratively
- Exceptional organizational skills with keen attention to detail
- Ability to identify and leverage resources to achieve objectives
- Interest in professional sports and knowledge of the sports ecosystem

To apply, please submit your application, including your curriculum vitae and cover letter, to **info@rosesmtl.ca** by **September 22nd, 2025**. Be sure to include "Application – Controller" in the subject line.