

ROLE PROFILE

Title:	Finance Corporate Controller
Function:	Finance and Accounting
Reports To:	Vice President, Finance
Location:	Toronto
Type:	Full-Time

Role Description

The Corporate Controller is directly responsible for financial planning, directing and coordinating of all accounting operational functions. This includes managing and consolidating all financial data necessary for accurate consolidated business results. The position will oversee the financial management of general accounting, accounts payable, accounts receivable, banking and treasury, financial reporting, budgeting & operations planning, payroll, costing, internal controls, tax and audit.

Working closely with, and reporting to, Vice President, Finance, the Finance Corporate Controller is responsible for the operating plan for the Company and the day-to-day operation and management of the Finance function, including providing leadership to a Finance team of three.

Primary Responsibilities

- Responsible for the coordination and preparation of the annual tax return, including outside accounting firm management
- Create monthly and annual reports to identify results, trends, and financial forecasts, these include:
 - Review and/or record journal entries required to reflect the monthly activity
 - Review of workpapers supporting the monthly close process and month end balances
 - Review month end accounting close process including analytical review of the monthly operating results to ensure accurate accounting records are maintained
- Manage the year-to-date cash flow by tracking transactions and regularly reviewing internal reports
- Preparation of monthly financial statements and related footnotes
- Perform cash projections to effectively manage cash balances

- Review of semi-monthly payroll, both Canadian and U.S.
- Supervision of all accounts payable processed in corporate office, including allocations of costs incurred on behalf of multiple entities
- Implement, document and maintain adequate and effective internal controls
- Implement, document and maintain adequate and effective processes to improve the close and reporting cycles to ensure timely and accurate reporting
- Co-ordinate compliance with all applicable laws, rules, and regulations as it relates to finance
- Liaise with specific departments acting as custodians of restricted funds held for clients
- Maintain relationship and required interaction with bank
- Consolidate multiple companies with US and Canadian currencies as part of all financial reporting
- Responsible to manage the annual financial statement audit
- Supervise and manage financial department staff
- Participate in special projects as needed

Capability Requirements – education, skills & experience

- Post-secondary degree in Accounting or Business (or equivalent knowledge & learning capability from other disciplines and work experience).
- CPA designation with a minimum of 7 years related accounting experience, including management responsibilities.
- Sound knowledge of US GAAP and ASPE, financial statement preparation and accounting systems. Experience managing a financial statement audit.
- Extensive experience in management reporting – must be able to interpret requirements and develop reports & information for ad-hoc requests.
- Advanced Excel skills.
- Experienced with PC based accounting software packages. Experience with Crystal Reports or other Financial Report Writing tools is an asset.
- Able to manage, develop and motivate staff in a friendly and professional manner.
- Knowledge and experience with a small to medium sized, entrepreneurial environment.
- Client service oriented.
- Strong presentation, writing, teaching, coaching and interpersonal skills.
- Full range of communication capabilities: effective listening, verbal, written, formal proposals and presentations, internal communications, design documentation, teaching. The candidate needs to be comfortable dealing with various constituents at all levels.