

Controller (Head of Finance)
Bobcaygeon, Ontario

(File Reference: HOF-2018)



Client Company

For 80 years, Kawartha Dairy has been proud to be a 100% Canadian-owned company, still operated by the same family that founded it in 1937. Although the company has grown tremendously from its early days, it remains headquartered in the lakeside community of Bobcaygeon, Ontario, where it was founded.

Today Kawartha Dairy operates 9 retail stores and services a wide range of wholesale customers, from retail outlets to foodservice establishments and of course, ice cream parlours. The company also provides custom production services to other food companies, using Kawartha’s expertise in the business to produce ice cream and other specialty dairy items to the exact specifications of these firms.

Reflecting the growth in the brand and the business, Kawartha Dairy has recently constructed a 54,000-square-foot warehouse just south of Bobcaygeon to serve its provincial operations. The facility will hold about 3500 pallets and represents the biggest capital project in the company’s 80-year history.

Position Summary

The Controller/Head of Finance will be based at the company’s Head Office in Bobcaygeon, reporting to the General Manager, and will play a key leadership role in the accounting and finance area.

Specific responsibilities will include managing the treasury, banking and financial functions, preparation of internal and external financial statements, financial planning and reporting, RRSP/DPSP administration and reporting, insurance and benefits portfolio administration, related party reporting, cost accounting, general accounting functions and controls, IT, and special projects as required.

Key Relationships

Reports to:	Vice-President and General Manager
Direct reports:	Accountant/Assistant to the Controller Cost Accountant Accounts Receivable Administrator Accounts Receivable & Donations Coordinator An external IT Consultant

Major Responsibilities

The Controller/Head of Finance for Kawartha Dairy will develop and implement strategies that enhance the company's ability to most effectively manage its assets and resources, and in particular will:

- Lead corporate level financial and operational reporting, including regular reporting to the Board of Directors
- Leadership of team responsible for general accounting and reporting, A/R & cash receipts, A/P and payment processing and cash management
- Prepare monthly internal reporting, annual cash flow, balance sheet, income and expense budget and annual financial statements. Reports to include variances to previous year and current year budget
- Manage cost accounting structure, ensure accuracy, integrity and timeliness of all financial reporting
- Prepare reporting and ensure compliance with all requirements of the banking and financing agreements
- Manage relationship with bank personnel
- Oversee payroll and ensure accuracy, integrity and timeliness of payroll information
- Annually review insurance coverage
- Oversee IT system and subcontract duties to maintain integrity and assist in the continuous improvement of the system
- Create a work environment based on respect for the individual, diversity, open communication, teamwork, excellence in achievement and performance management that attracts, challenges, develops, rewards, and retains top industry talent
- Liaise with operations functions, manage the integration of company core business processes and the financial support tools necessary to support the business
- Ensure positive continuous improvement to the accounting and reporting function and associated processes
- Along with all Managers and Supervisors, play an active role in safeguarding the health and safety of the workplace
- Knowledge of and adherence to all applicable Kawartha Dairy Limited policies, procedures and relevant administrative practices
- Strong understanding and commitment to quality service and best practices
- Administrative and general skills
 - MS Office applications (e.g. Word, Excel, Outlook etc.)
 - Solid financial data entry skills
 - Solid aptitude for detailed work and accuracy
 - Ability to analyze information, problem solve and make good decisions
 - Flexible, adaptable and responsive to change

POSITION PROFILE

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- Self directed with the ability to work independently and meet timelines with minimal supervision
 - Accountable for own actions and decisions
 - Communication and interpersonal skills
 - Good verbal and written communications skills
 - Respectful in all interactions; collaborative; team player
 - Understands obligations with respect to privacy, confidentiality and security
 - Good conflict resolution skills and ability to maintain positive working relationships with internal and external contacts
 - Good customer service skills

Ideal Experience

- CPA Designation required (C.A., C.M.A., C.G.A.) and a Bachelor of Commerce, or equivalent undergraduate degree.
- Minimum four years in a financial area including a minimum of 3 years producing monthly financial statements
- Has had exposure to the budgeting process
- Preference will be given to a candidate coming from a food or beverage company or process / food manufacturing environment
- Knowledge of accounting principles, audit techniques, financial reporting standards, budgeting procedures and cost control systems is required.
- Communication skills including skills sufficient to resolve high level problems through discussion, and negotiation are required
- The ability to relate to and communicate successfully with all individuals at all levels
- The ability to plan, schedule and implement workloads of self and others is required as well as the ability to manage multiple priorities

Critical Competencies for Success

- *Financial Acumen:* the successful candidate will demonstrate his/her technical financial acumen by leading an efficient and effective financial reporting function and enabling an organization to generate superior financial information (including budgeting and forecasting skills).
- *Leadership:* He/she will be confident, comfortable and competent with decision-making. The successful candidate will be able to influence his/her peers and colleagues. He/she will be a team builder with excellent hiring skills and people development achievements.

Other Personal Characteristics

- *Hands-on and leads by example*
- *Proactive:* anticipates and reacts to changes in the business

POSITION PROFILE

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- *Detail-oriented:* focused on measuring success through clearly defined and articulated metrics
 - *A participative yet decisive problem-solver:* solicits input and discussion wherever possible, but when appropriate makes timely and definitive decisions
 - *A coach:* nurtures and develops talent on a day-to-day basis
 - *A person of high integrity:* will serve as a respected colleague internally and a solid representative of the organization externally
 - *Highly organized:* detail-oriented and able to meet established timelines. A strong work ethic and proactive nature will be important
 - *Enjoys being hands-on:* will embrace change, will want to make a difference and not be afraid to constructively challenge.

Compensation & Opportunity:

A competitive compensation package is offered including attractive base salary, short-term incentives (bonus), group health benefits and matching retirement saving plan program. For further consideration, highly qualified Candidates are invited to submit their resume information in confidence to:

Matthew Savino, B.A., LL.B., C.H.R.E.
Executive Search Partner

Rick Hiland, B.A., M.C.A.
Senior Research Manager

SHRP Limited

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While we appreciate all applications, we can only contact those individuals selected for interview. We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, we appreciate Applicants making this request in advance so we can support your needs)