
Finance Manager/Controller
SHRP for Kawartha Area Businesses
Lindsay, Ontario
(File Reference: CON-2018)

POSITION PROFILE

On behalf of our client, we are pleased to be conducting a search for a Business Controller. This position will report to the President.

Primary Duties and Responsibilities

The Controller performs a wide range of duties including the following:

Financial Accounting and Reporting:

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP) including IFRS standards for private businesses (ASPE).
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Ensure that all statutory requirements of the organization are met including Withholding Payments (CPP, EI), Income Tax, Harmonized Sales Tax, WSIB, Employer Health Tax, etc.
- Prepare all supporting information for the annual audit.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
- Reconcile bank and investment accounts.
- Review monthly results and implement monthly variance reporting.
- Manage cash flow and prepare cash flow forecasts in accordance with policy.
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable, and payroll.

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- Develop and implement policies and procedures to ensure that financial information is secure and stored in compliance with current legislation.
 - Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate.
 - Assist the President with financial reporting as required.

Financial Analysis:

- Analyze monthly, quarterly and annual financial data at unit, company, and project levels.
- Develop monthly reports to analyze financial performance and support management decisions, as directed. Make recommendations for improvement in efficiency, profitability, cost control, etc.
- Develop and employ tools for short and long-term financial forecasting.
- Assist with the planning and management of capital and restructuring projects.

Payroll Administration:

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner.
- Negotiate and manage the employee insurance and benefits plans.
- Process and submit statutory and benefits remittances on time.
- Issue annual T4s and T4As.

Budget Preparation:

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the President and/or Finance Committee.
- Assist Managers with the preparation of budgets

Project Management Accounting:

- Ensure that accurate and timely financial statements are prepared in accordance with demands set by financial stakeholders.

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- Provide accurate and timely reporting on the financial activity of individual projects.

Information Technology:

- Demonstrate the ability to properly enter and model financial data using Accounting software.
- Evaluate the need for new technology/information systems to meet the organization's financial data processing, control, and reporting requirements.
- Advise on appropriate technology that meets the organization's information requirements and financial resources.

Risk Management:

- Monitor risk management policies and procedures to ensure that project and organizational risks are minimized.
- Maximize income where possible and appropriate.
- Negotiate with banks and/or other financial institutions for lines of credit or other financial services as required and as appropriate.

Staff Development:

- Identify and evaluate talent. Manage, motivate, and lead staff.
- Participate in the preparation of individual development and training plans for staff.

Personal and Professional Deportment:

- Exercise duty of care in all professional and personal interactions.

A competitive compensation package is being offered, including company-paid health benefits.

For further consideration, highly qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):

Recruiting Manager
SHRP Limited | hr@savinohrp.ca
www.savinohrp.ca



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, Applicants are requested to make their needs known in advance).

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