
Controller Bobcaygeon, Ontario

(File Reference: CNR-2018)



Client Company

For over 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, near Peterborough, an hour north of the GTA.

Today Kawartha Dairy operates 10 retail stores and services a wide range of customers, from grocery stores 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** will be based at the company's Head Office in Bobcaygeon, reporting to the Director of Finance, 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 reporting, RRSP/DPSP administration and reporting, insurance and benefits portfolio administration, related party reporting, , general accounting functions and controls, , and special projects as required. This position will have influence on the future structure of the accounting team to best serve the needs of the business.

Kawartha Dairy is looking for an energetic, team player with a can do attitude and a willingness to do what it takes to make a difference.

Major Responsibilities

The Controller 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:

- Establish and maintain financial internal controls for the business
- Manage cash status and cash flow forecasting
- Manage monthly close process
- Act as primary contact for annual Financial Audit
- Prepare monthly filings to CRA
- Establish and maintain policies and procedures for the Finance department
- Manage general accounting processes, A/P and payment processing and cash management
- Prepare monthly internal reporting, annual cash flow, balance sheet annual financial statements.
- Prepare reporting and ensure compliance with all requirements of the banking and financing agreements
- Manage relationship with bank personnel
- Annually review insurance coverage
- Support 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
- 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 skills
 - Solid aptitude for detailed work and accuracy
 - Ability to analyze information, problem solve and make good decisions
 - Flexible, adaptable and responsive to change
 - 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

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- 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

- Required
 - CPA C.A. Designation required 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
 - Knowledge of accounting principles, audit techniques, financial reporting standards, budgeting procedures and cost control systems is required.
- Preferred
 - Preference will be given to a candidate coming from a food or beverage company or process / food manufacturing environment
 - Experience in the NAV system an asset

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.
- *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
- *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

Our Client offers competitive total compensation including an attractive base salary and incentives, group benefits, retirement savings plan and the opportunity for career development in a dynamic Canadian-owned company with impressive growth potential.

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

Matthew Savino, B.A., LL.B., C.H.R.E.
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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)