

DUTIES AND RESPONSIBILITIES

PCK is looking for an experienced Controller for a maternity leave position.

As a Controller, you'll be responsible for leading key initiatives for our team, but you should be comfortable wearing many hats. From rolling up your sleeves and digging in, to leading people and implementing new technology - the function is wide-open for innovation.

You are not limited to wearing a single hat, you will get to flex a lot of different muscles in this role. You will be overseeing all accounting practices and financial reporting; implementing new technology and helping to optimize operations and build capacity; leading annual audits; managing forecasting and cash flow; managing HR-related functions and payroll; developing policies for professional development, performance management, compensation and benefits. And more.

You will report to the CEO and shall:

- Work with our CEO to prepare management reports and financial information
- Manage and own all accounting functions for the PCK Group (Perry + Currier and Currier + Kao)
- Produce and analyze monthly management accounts with our data
- Prepare balance sheet account reconciliations
- Calculate monthly sales and client commissions and manage the payroll
- Complete ad hoc management reporting activities such as producing and analyzing reports for the business
- Prepare of the annual budget and regular forecast reviews
- Work with Operations and Sales to resolve client money issues
- Draft and implement finance policy and procedures
- Lead a small finance team and oversee the day-to-day finance and accounting operations
- Be responsible for month-end and year-end close of income statement and balance sheet, account reconciliations G/L analysis
- Effectively manage cash flow including all payables and receivables
- Co-ordinate and assist with preparation of board and bank financial reporting packages
- Work closely with executive team to ensure efficient, cost effective operations
- Prepare and file withholding taxes to the CRA
- Coordinate with external auditors for the annual review
- Prepare Ad hoc report for CEO

Budget Management:

- Budget preparation – leading the preparation process of the annual budget of the company, which is derived from the company's annual plan
- Management reports - preparing periodic reports and presentations to the management and the board of directors. These reports include: balance sheet, P&L, cash flow and any other required report
- Analyzing budget implications on the company
- Participate in decision-making and its implementation in the company budget
- Management of financial exposures - management of the company's liquid assets including:
 - Currency exposure analysis
 - Cash flow exposure

Management:

- Maintain a documented system of accounting policies and procedures
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
- Oversee the accounting operations of subsidiary corporations, especially their control systems, transaction-processing operations, and policies and procedures

Transactions:

- Ensure that accounts payable are paid in a timely manner
- Ensure that all reasonable discounts are taken on accounts payable
- Ensure that accounts receivable is collected promptly
- Process payroll in a timely manner
- Ensure that periodic bank reconciliations are completed
- Ensure that required debt payments are made on a timely basis
- Maintain the chart of accounts
- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions

Reporting:

- Issue timely and complete financial statements
- Coordinate the preparation of the corporate annual report
- Recommend benchmarks against which to measure the performance of company operations
- Calculate and issue financial and operating metrics
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide for a system of management cost reports
- Provide financial analyses as needed, in particular, for capital investments, pricing decisions, and contract negotiations

Qualifications:

- 3+ years of progressive accounting experience, including as a Controller preferred
- Canadian or US CPA designation preferred
- Proficiency in Microsoft Office programs, with advanced knowledge of Excel
- Financial reporting experience, including knowledge of best practices and procedures
- Leadership skills, ability to identify, lead and implement process efficiencies and value-added solutions
- High attention to detail and excellent organizational and writing skills
- Ability to communicate verbally and in writing effectively throughout all levels of the company
- Strong analytical skills, accuracy and attention to detail
- Knowledge of financial statements

PCK would like to thank all applicants for their interest in our organization. We appreciate the opportunity to review your resume for the available position. Please note that only candidates under consideration will be contacted.

Please submit cover letter and resume to hr@pckip.com.