



ROLE: Controller (Maternity Leave, Term Position, Start Date: October 1, 2020)
REPORTING TO: CEO

A BIT ABOUT US

PCK (www.pckip.com) is a leading intellectual property practice. PCK supports a broad range of IP services with a particular focus on the preparation and filing of patent and trademark applications around the globe. PCK is the only cross-border boutique IP firm in North America, with offices in Toronto and Boston and satellite offices in Waterloo and Washington DC. We draft originating patent applications for a range of clients including several of the world's largest technology companies as well as mid-size and start-up companies. PCK has a friendly working environment and a loyal client base. We have a state-of-the-art technology platform, are a paperless firm, have workflow and billing engines and an AI engine for automatically docketing correspondence. We are committed to continuous investment and improvement.

For each client, we tailor the right combination of professionals and technology to meet their specific needs. Having the above reputation starts with having an incredible team and we foster an environment where staff know they are appreciated, and their wellbeing and happiness is of paramount importance to the PCK Team!

As a Controller for a maternity leave, you will 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; helping to optimize operations and build capacity; leading annual financial review; managing forecasting and cash flow; liaison with various departments such as HR, IT, Marketing and Operations on various ad hoc projects.

JOB DESCRIPTION

Managerial Accounting

- Monitor daily and monthly accounting entries and timely reports (NetSuite proficiency)
- Review and approve of write offs, collections, payments, contracts, expense reports and HR changes
- Responsible for Cashflow management, AP approvals and wires, AR escalations, Payroll approvals, quarterly Commission calculations
- Maintaining Governmental payments and filing of timely returns / reports
- Lead a small finance team and oversee the day-to-day bookkeeping, AR and AP functions, and performing reconciliation of Balance Sheet accounts
- Prepare and file monthly Bank Covenant Reporting, ensure covenants are being met
- Maintaining Client Trust Accounts and ensuring compliance with LSUC rules

Perry + Currier Inc.
Patent and Trademark Agents
1300 Yonge Street, Suite 500
Toronto, Canada M4T 1X3
T 416.920.8170
F 416.920.1350
pckip.com



PCK comprises three firms: Perry + Currier Inc., a patent and trademark agency, PCK IP Lawyers LLP (formerly Currier + Kao LLP), a law firm regulated by the Law Society of Ontario and PCK IP Lawyers (USA) P.C., a law firm regulated by the District of Columbia Bar. The three firms operate as separate practices due to local regulatory requirements. Feeney Law Group serves clients in the State of Rhode Island and outsources its back-end services to PCK IP Lawyers (USA) P.C.

Financial Accounting

- Monitor and review daily dashboards and KPIs and report potential concerns to CEO
- Oversee cash flow planning and ensure availability of funds as needed
- Preparation of Monthly, Quarterly and Annual Financial Reports
- Review Internal contracts and agreements
- Budget preparation and review, modeling, forecasting, analysis and updating
- Internal audit functions, including invoicing, collections, payments etc.
- Fiscal Year-end support for Financial Statement review and Tax reporting
- Prepare Ad hoc report for Clients and/or CEO from time to time

Advanced Functions

- Provide insight and recommendations to both short-term and long-term growth plan of organization.
- Company Banking and Debt relationship including financial support
- Channel Partnership relationships including financial support, business analysis and modeling, financial modeling and structure
- Monitoring the synchronization of information between the Accounting software and CRM software
- Ongoing executive reporting

THE SKILL SET

- 5+ 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 and NetSuite
- Background in Legal Industry and experience with Trust Accounts is an asset
- 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
- Balance Sheet, Operational Statements and Cash Flow preparation

For the safety of our staff, at this time we are all working remotely. When the staff return to the office, this position will require you to work out of our Toronto office.

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

PCK is an equal opportunity employer committed to creating a diverse environment for all employees and job applicants. Accommodation is available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.