



Job Title: Controller

Team: Finance & Administration
Reports to: Finance Manager
Status: Full time
Membership: Required
Location: Grand Pre
Held by: TBD
Effective: August 28, 2017

Working Relationships:

- 1) Reports to: General Manager
- 2) Works Worth
 - a. Production Manager
 - b. Sales Manager
 - c. IT Director
- 3) Manages:
 - a. Inventory Clerk
 - b. Payable Clerk
 - c. Receivable Clerk
 - d. Payroll Clerk
- 4) Works with externally
 - a. FIRMA Foreign Exchange Corporation
 - b. Scotia Bank
 - c. Flower Cart
 - d. Trebley
 - e. Investors

Purpose:

- ☛ Ensure financial reporting is recorded accurately and timely.
- ☛ Work with the Senior Management in long-term organizational and strategic planning for Just Us!

Responsibilities:

Oversight:

- ☛ Accounts Payable / cheque runs;
- ☛ Accounts Receivable
- ☛ Payroll Functions
- ☛ Inventory Functions
- ☛ Month End Review

Functional:

- ☛ General GL maintenance
- ☛ Bank Reconciliations review;
- ☛ Tax remittances (HST);
- ☛ Balance JUFTIC and CEDIF offerings
- ☛ Accruals
 - Payables
 - Prepaids
 - Receivables
 - Payroll
- ☛ Internal Audit:

- Inventory
 - Accuracy - Spot Counts
 - Valuation
 - Expired products
- Bank Reconciliation Audit
- Goods Received Note
- Other
- ☞ Forecasting:
 - Inventory procurement *
 - Cash Flow
 - Income Statement (budgeting)
- ☞ Assist Senior Management in the annual budgeting process.
- ☞ Reporting:
 - Month End Report
 - Business as a whole
 - Each Profit Center
 - Product Analysis
 - Percentage
 - Dollar Value
 - Volume
 - Assist in annual audit
 - Learning crystal reports
 - Review managers' dashboards
 - Quarterly analytical analysis on balance sheet and income statement
- ☞ General administrative tasks and responsibilities.

Procurement/Inventory

- Ensuring that all products are procured, warehoused, and distributed in a correct, accurate, cost effective, and timely manner;
- Maintaining appropriate inventory levels of all materials and services
- With production manager:
 - Ensuring all approved suppliers meet or exceed expectations defined in the Procurement Policy
 - Ensure all products SKUs are accurately costed, labelled, approved, and input into various administrative systems
 - Maintain Purchase Order Report
- Comparing inventories to internal database records to actual and external warehouse records;
- Preparing reports on inventory balance, price lists, and out of stocks
- Assist in maintaining accurate minimum and maximum inventory constraints
- Providing inventory reordering information to appropriate clerk
- Assist in job costing

*BLUE HIGHLIGHTS: This will only be implemented once Controller has learned other processes (expectation 6 weeks)

Organizational:

- Effectively communicate financial matters to the Management Team

Qualifications:

- Minimum 10 years' experience in business administration with an accounting background;
- Proficiency with Microsoft Suite with advanced skills in Excel.
- Demonstrated business and financial acumen; excellent analytical skills.
- Excellent interpersonal, communication and organizational skills.
- Attention to detail is a must;
- Able to manage and build strong relationships with internal team members;
- Effective communication skills.
- Experience with an ERP system; knowledge of automated financial and accounting reporting systems considered an asset;

Education

- Post-secondary degree with a major in accounting;
- Accounting designation is considered an asset.