



# POSITION HumanResources DESCRIPTION

Position Title: **Controller**

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Position Status: **Employee - Permanent**

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Reports To: **Director of Finance / Company Principals**

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## POSITION SYNOPSIS

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The Financial Controller will assist the company principals in achieving the organization's mission through the provision of financial forecasting in the development of the strategic plan to fulfill that mission. The Financial Controller will identify and monitor the resources necessary to achieve strategic goals and objectives. The incumbent is also responsible for the development and provision of consolidated year-end financial statements for all companies in the AKA Group. The Financial Controller supervises accounting personnel and is responsible for all financial reporting functions.

## POSITION RESPONSIBILITIES

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- Evaluating existing and potential financial resources
- Examining internal and external forces affecting the company and its funding
- Reviewing the costs and effectiveness of existing business areas
- Examining alternatives and their financial implications
- Assisting in the preparation of Payroll for the AKA Group of Company, as well as annual filings and returns such as T4's, T2200's, EHT, WSIB, WCB, T5's.
- Monitoring the availability of cash to ensure continuing operations
- Monitoring the financial strength of the company
- Periodically reviewing the company's expenses to ensure that they are in line
- Supervising the preparation of timely and accurate quarterly financial results and reports
- Analyzing operating results, highlighting areas for improvement and making recommendations to management



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- Ensuring that the accounting function is carried out in compliance with the company's policies and accepted accounting
- Ensuring financial controls are efficient and effective
- Overseeing the performance and development of accounting personnel
- Supporting the preparation of all external disclosure and reporting, including preparation of the company's external financial statements and management reports
- Reviewing and monitoring internal controls and developing policies and procedures
- Developing and maintaining an environment that ensures continuous improvements throughout the organization
- Liaise with Auditors to complete the year end statements
- Work with CRA auditors to provide evidence to support any AKA claims.

## POSITION REQUIREMENTS

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### EDUCATION & EXPERIENCE

- Chartered Professional Accountant or equivalent qualification.
- Minimum of 5 years' experience in small business accounting operations.

### KNOWLEDGE

- Current knowledge of electronic payroll systems and PAYE taxation
- Sound knowledge of Goods and Services Taxation and the procedures for regular reporting particularly within the provinces that AKA does business.
- Sound knowledge of Provincial Sales Taxation and the procedures for regular reporting particularly within the provinces that AKA does business.
- Current knowledge of Provincial and Federal Taxation law for Small Business particularly within the provinces that AKA does business.
- Familiarity with the Federal Scientific Research and Education Development (SRED) program.
- Sound knowledge of US taxation law as it relates to small business operations.



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## SKILLS

- Advanced leadership skills with ability to motivate and inspire staff
- Creative and innovative; highly motivated
- Advanced communication and organizational skills
- Excellent public relations skills
- Ability to analyze and present clearly and concisely complex information and data
- Proficient in the use of MS Office Products, including Word, Excel, Outlook and Access.
- Proficient at the advanced level in the use of accounting software – preferably QuickBooks.

## COMMUNICATION

- Communicates complex issues clearly and credibly with widely varied audiences.
- Handles difficult on-the-spot questions (e.g. from officials, interest groups, or the media).
- Overcomes resistance and secures support for ideas or initiatives through high impact communication.

## INITIATIVE

- Anticipates and responds in a proactive manner to future needs (of external clients and internal groups) that may not be obvious to others.
- Coaches, supports and encourages others to test their limits
- Exceeds job expectations to contribute to company objectives.