

PhiBer Manufacturing

JOB DESCRIPTION

March 16, 2023

POSITION TITLE: Financial Controller

SUMMARY OF THIS POSITION

Under the supervision of the President, the incumbent will work individually as well as with the HR and the Financial Administrator to oversee and manage the daily financial accounting functions to ensure timely closing of the month, quarter and year end.

LOCATION:

The job will be carried out on site at 108 New Hope Drive, Building A.

OUTLINE OF DUTIES

Responsibilities:

- Oversee and manage the daily operational accounting functions (general ledger, billing, A/R, A/P, management reporting, banking, and various reconciliations, etc.) to ensure timely closing of the month, quarter, and year end
- Manage the financial reporting process - preparation of timely, organized, and accurate monthly, quarterly, and annual statements
- Provide management with information vital to the decision-making process including monthly and quarterly variance analysis
- Enhance and maintain accounting and internal control processes to maximize protection of company assets, policies, procedures, and workflow
- Develop and maintain meaningful KPIs
- Maximize the return and limit risks on the company's cash management
- Responsible for all banking and vendor/provider payments
- Oversee and manage the year-end audit process and serve as the main point of contact with the external auditors
- Oversee related-company financials
- Research and apply for available grants
- Manage customer credit applications
- Other duties as assigned

Perform other related duties as requested.

SKILLS AND KNOWLEDGE

Basic Knowledge

The position requires the incumbent to have knowledge of, and experience with, the Microsoft Office package. Experience working with computer-based applications such as EPICOR is required. Experience with Quick Books is a must. The ability to communicate well both orally and in writing is required.

Comprehension and Judgment

The work requires the ability to solve problems and to make independent decisions on a daily basis. This position will require a high degree of discretion and confidentiality will be taken very seriously. Signing an Non-Disclosure Agreement will be required for this position.

Specific Knowledge and Skills

- 5+ years progressively responsible experience
- Undergraduate degree in accounting, business administration, or commerce
- Expert knowledge of financial management standards
- In depth ERP understanding and experience (EPICOR preferred)
- Advanced Microsoft Office skills including Word, Excel, PowerPoint, and Outlook
- Ability and inclination to take initiative and demonstrate excellent judgment under pressure
- Strong analytical and problem-solving abilities
- Proven ability to manage/prioritize/organize several concurrent activities, including following up to ensure appropriate resolution
- SR & ED experience an asset
- Exceptional ethics and integrity
- Manufacturing experience a must

CONTACTS

The position requires frequent interaction with other employees. Sound judgment, politeness, respect, and courtesy must be exercised at all times.

PHYSICAL

Work requires routine interaction with staff in sales, production, assembly and administration. It also involves sitting at a desk.

TRAVEL

N/A

RENUMERATION

This position would be full-time, salaried position.

BENEFITS

This position would include 2 weeks of vacation per year. Health and Dental benefits a possibility.

EQUIPMENT

Laptop will be provided.