

ROLE PROFILE

Title:	Finance Corporate Controller
Function:	Finance
Reports To:	Vice President, Finance
Location:	Toronto
Type:	Full-Time

Role Description

The Finance Corporate Controller is directly responsible for financial reporting, directing and coordinating all accounting operational functions. This includes managing and consolidating all financial data necessary for accurately consolidated business results. The position will oversee the financial management of general accounting, accounts payable, accounts receivable, banking and treasury, financial reporting, payroll, costing, internal controls, tax and audit.

Working closely with, and reporting to, Vice President, Finance, the Finance Corporate Controller is responsible for the day-to-day operation and management of the Finance function, including providing leadership to a Finance team.

Primary Responsibilities

- Create monthly and annual financial reports to identify results, trends, and financial forecasts, these include:
 - Review and/or record journal entries required to reflect the monthly activity
 - Review of workpapers supporting the monthly close process and month end balances
 - Review month end accounting close process including analytical review of the monthly operating results to ensure accurate accounting records are maintained
 - Consolidate multiple companies with US and Canadian currencies as part of all financial reporting
 - Month over month and budget vs. actual variance analysis to help ensure accuracy in financial reporting
- Manage the year-to-date cash flow by tracking transactions and regularly reviewing internal reports

- Responsible for the coordination and preparation of the annual tax return, including outside accounting firm management
- Perform cash projections to effectively manage cash balances
- Review of semi-monthly payroll, both Canadian and U.S.
- Supervision of all accounts payable, including allocations of costs incurred on behalf of multiple entities
- Implement, document and maintain adequate and effective internal controls
- Implement, document and maintain adequate and effective processes to improve the close and reporting cycles to ensure timely and accurate reporting
- Co-ordinate compliance with all applicable laws, rules, and regulations as it relates to finance
- Liaise with specific departments acting as custodians of restricted funds held for clients
- Maintain relationship and required interaction with bank
- Responsible for managing the annual financial statement audit with outside auditors
- Responsible for SAP Concur expense reimbursement administration and management
- Oversee Synerion Agile (time tracking tool) administration and reporting as required
- In conjunction with Human Resources, participate in our talent management practices including recruitment and ensure new hires are successfully integrated through our 3-month onboarding program.
- Manage team performance through regular feedback, performance evaluations, and goal-setting to drive continuous improvement.
- Provide guidance and mentorship to Finance team members to foster professional growth.
- Contribute to the overall operations and culture of the company, fostering our values and policies.
- Participate in special projects as needed

Capability Requirements – education, skills & experience

- Post secondary education, with a Bachelor's degree in Accounting, Finance, or Business Administration (or equivalent combination of education and experience)
- CPA designation (in good standing) with 7+ years of progressive accounting and financial management experience, including leadership of accounting teams and audit oversight
- Accounting Standards: Deep knowledge of US GAAP and ASPE, with extensive experience in financial statement preparation, audit management, and compliance reporting
- Financial Leadership: Proven success managing end-to-end accounting operations, monthly close, budgeting, forecasting, and management reporting

- Analytical & Reporting Strength: Advanced Excel and data analysis capabilities; expert in developing, interpreting, and presenting management reports and dashboards tailored to evolving business needs
- Systems & Process Improvement: Experienced in ERP and accounting system implementations, with a focus on streamlining processes, improving accuracy, and driving automation
- Digital & Process Innovation: Embraces AI-driven tools and automation to enhance accuracy, efficiency, and insight generation across accounting processes, reporting, and forecasting
- Business Acumen: Strong understanding of small to mid-sized, entrepreneurial business environments and the ability to balance strategic priorities with hands-on execution
- Demonstrated ability to lead, mentor, and develop high-performing accounting teams with a focus on accountability and professional growth
- Exceptional communication skills—verbal, written, and visual including presentation skills
- Adept at influencing cross-functional stakeholders and delivering complex financial information clearly to executive leadership, auditors, and non-financial partners
- Committed to a client service mindset and collaborative approach in all professional interactions