

Controller - Job Description

Permanent, Full Time, Bushel Plus Ltd.



The Role:

This position requires strong leadership qualities: being professional, personable, organized and having good communication skills. This position will be responsible for the end-to-end financial processes at Bushel Plus Ltd., supervising the Accounting Supervisor and the accounting department including the roles of Accounts Payable (AP), Accounts Receivable (AR) and payroll in partnership with our third-party service provider (Venture Accounting). The Controller will play a pivotal role in the financial health of Bushel Plus Ltd, bringing a strategic perspective to the organization's finance and accounting needs and providing financial information vital to the company decision-making process. The Controller will assist in clearly defining the company's financial objectives, providing key financial analysis and assisting in the preparation of an action plan to meet corporate objectives and deliverables. The Controller will partner with our external auditors (BDO) and be responsible for sourcing all information required for them to complete the annual audit. The Controller position will also provide coaching and mentoring to all administrative staff with one direct report and three indirect reports. This position will report directly to Chief Financial Officer (CFO).

Job Responsibilities:

- 60% Oversee financial department
 - Planning, directing and coordinating all accounting operational functions
 - Maintaining and enhancing systems of internal controls to safeguard financial assets of the organization and oversee financial aspects of all programs in Bushel Plus
 - Overseeing the coordination and activities of external auditors
 - Ensuring compliance with provincial and federal laws and applicable international laws and all applicable accounting standards
 - Working closely with senior management team to understand all facets of Bushel Plus
 - Review spending and budgets monthly with CFO and Accounting team
 - Ensure compliance and payment of employee expense reports
 - Oversee the processing of sales orders and generation of customer invoices, accounts payable and general journal entries
 - Provide oversight to ensure that the integration with Salesforce software provides accurate accounting records
 - Make recommendations to management on ways to reduce administrative costs
 - Review and approve bank reconciliation
 - Maintain the chart of accounts
 - Develop spreadsheets, diagrams, process maps and documents as needed
 - Managing employee schedules/shifts, vacation coverage and cross training
- 20% Reporting activities for the organization
 - Preparing financial reporting to diverse stakeholders including to government, banking and other lenders, for grant applications as well as the Board of Directors
 - Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

- Working closely with the CFO in preparation of financial budgets for new proposals and projects
- Monitor debt levels and compliance with debt covenants
- Ensure compliance with accounting standards for all aspects of the business
- Attend management meetings, accounting department meetings as other meetings as required and/or requested
- Coordinate with Operations on inventory carrying values and provide detailed analysis on the inventory carrying values
- 20% Financial Management
 - Assisting in developing projections and cashflows
 - Overseeing all purchasing and payroll activity
 - Overseeing AP and AR
 - Arrange for and maintain adequate insurance coverage for corporate liability, property, equipment, vehicle or other insurance needs as they arise. Ensure communication on a regular basis with senior management and insurance broker on matters of risk management
 - Oversee the implementation and maintenance of financial policies and procedures, in accordance with good practices of internal control and generally accepted accounting principles (includes controlling the development, implementation, maintenance and integrity of the accounting management information, computer and control systems)
 - Continually analyze the financial performance of the company and recommend any necessary changes
 - Monitor all departmental budgets and report variances to the CFO and department heads on a monthly basis
 - Coordinate maintenance of QuickBooks Enterprise Software
 - Regularly analyse and understand the components of Cost of Good Sold

Job Requirements:

- ensure quality exists in all work performed (accurate, thorough, and timely)
- exhibit a high level of commitment and perseverance (willingness to do that little extra plus, the ability to stay focused on a job and see it through to completion using resourcefulness to overcome problems or delays)
- maintain an expert level knowledge of ASPE
- remain in good standing with CPA Manitoba
- exhibit an ongoing ability to prioritize and focus on major issues
- exhibit teamwork and the ability to work with others to ensure timely completion of tasks
- demonstrate confidentiality and discretion in relation to the knowledge gained through your position
- being a strong decision maker, problem solver and forward thinker
- ensure open lines of communication with senior leadership team
- have the ability to provide timely feedback around challenges/needs to leadership team
- being resilient, assertive, optimistic and open to change
- taking a solution focused approach to challenges and interpersonal matters
- demonstrating a positive, friendly and outgoing attitude at all times

- Always demonstrate professionalism
- Exhibit strong organizational skills (nothing falls through the cracks)
- Understand your own strengths and weaknesses and come up with a plan to improve through training and development
- Demonstrate an ongoing ability to obtain results
- Excellent communication skills
- Perform other duties as assigned
- Support with SOP creation
- Available to work extended hours in busy season
- Sitting for long period of times, lifting and packaging parcels/product as required
- Manual dexterity required to use desktop computer and peripherals