

NOTICE OF POSITION AVAILABLE

POSITION:

Temporary Assistant Controller

Leveraging your solid knowledge of Generally Accepted Accounting Principals, as the Assistant Controller, you contribute to keeping the accounting and financial processes of the company up to standard and ensuring accurate financial reporting and control.

Using your strong organizational skills and keen eye for detail, you will be responsible for various accounting and reporting functions within the finance team.

MAJOR DUTIES AND RESPONSIBILITIES:

- Support most aspects of accounting management (billing, tax forms, reporting etc.);
- Assist in the formulation of internal controls and policies to comply with legislation and established best practices;
- Assist in the preparation of monthly consolidated financial statements in compliance with official guidelines and requirements;
- Analyze financial statements for variances;
- Manage journal entries, invoices etc. and reconcile accounts for monthly and annual closing;
- Assist in the preparation of budgets and forecasts;
- Participate in the preparation for the annual audit and liaise with external auditors;
- Help in the development of reports for management or regulatory bodies;
- Review Conair's accounting information to identify and resolve inaccuracies or imbalances;
- Conduct special accounting projects as required.

KNOWLEDGE SKILLS ABILITIES:

- Solid knowledge of ASPE;
- Excellent knowledge of accounting and financial processes including budgeting, financial closure, reporting etc.
- Understanding of data analysis and forecasting;
- Working knowledge of foreign exchange related accounting practices;
- Demonstrated ability to take initiative, prioritize, meet tight deadlines and problem solve;
- Advanced knowledge of Microsoft Office programs, in particular Microsoft Excel;
- Thorough knowledge of accounting, business systems;
- Working knowledge of consolidation and joint venture accounting in a multi-currency environment;
- Excellent oral and written communication skills with a demonstrated ability to deal effectively and diplomatically with people at all levels in the organization.

EDUCATION AND EXPERIENCE:

- Suitable candidate will possess an active CPA designation or be nearing completion;
- A minimum of five years of full-cycle accounting experience;
- Experience and familiarity with an ERP system in a multi-departmental and multi-business environment will be an asset;
- Previous experience in a supervisory role an asset.

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CLOSING DATE FOR APPLICATIONS:	January 28, 2018
START DATE:	As soon as possible
TERM:	Approximately 18 months
HOW TO APPLY:	If you are interested and qualified for this role, forward your resume to comework@conair.ca today with Assistant Controller 2018 in the subject line.

We sincerely thank all that apply however only candidates that meet the requirements of the position and are legally permitted to work in Canada will be considered.