



Corporate Controller

File CC-2013

Our Client is a leading Consulting Engineering firm providing World-class solutions to international Mining and Minerals companies. Due to continued growth, we have been retained to identify a **Corporate Controller** for their Head Office located in downtown Toronto.

Reporting directly to the CFO, the Controller has an overall responsibility for managing the all group finance and accounting functions. This would include presently small, but growing international subsidiaries. This role is suitable for someone who takes initiative and strives in an environment that dynamic but closely knit. Some international travel may be required.

Key responsibilities:

- Set up and maintain all external and internal financial reporting including consolidated financial reporting
- Oversee budgeting and treasury management
- Assist in financial integration of acquired companies
- Establishing internal controls and accounting policy
- Accountable for building and growing the Finance and Accounting team internationally
- Overseeing the general accounting functions of all three entities including:
 - Production of monthly, quarterly and yearly financial statements
 - Accounts Payable
 - Accounts Receivable
 - Reconciliations – balance sheet, fixed assets, accruals and prepayments, bank and petty cash
 - Monthly GST filings, Income Tax
- Payroll Administration including:
 - Bi-weekly payrun and associated reconciliations such as vacation accruals
 - Calculation, filing and payment of monthly government remittances including EHT, WSIB, Corporate taxes and ETD
 - Issuing paystubs and Records of Employment
 - Employee queries
- Monitoring the banking process and maintaining relationships with various banks
- Managing the inventory processes and controls
- Be the primary liaison with auditors to assist with half year reviews and year end audit



- Assisting the CFO with ad hoc requests such as legal matters (contracts, leases and agreements), Strategic planning and system implementations
- Direct supervision of the general accounting staff

Skills:

- Very organized
- Detail Oriented
- Problem solver
- Excellent analytical and communication skills
- Strong proficiency with the MS Office Suite (Excel, Word, Outlook, Powerpoint)
- Asset: Portuguese & Spanish

Experience:

- Accounting designation (CA, CMA, CGA, CPA)
- Over 5 years' experience in a similar capacity
- Supervisory experience
- Experience in the mining /engineering industry is an asset
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A competitive compensation package is on offer including attractive salary, benefits and incentive plan. For further consideration, highly qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):

Contact for more information:

Executive Search & Recruiting Partner

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