

Summary:

The Controller is a key position that will assist the organization in improving the financial management of the enterprise and drive process improvements across many transactional and control activities. The incumbent has overall leadership responsibilities for the accounting function and maintains and oversees general and cost accounting activities, and liaises with external accountants and financial institutions. As a key member of the Finance team, the Controller will provide leadership in the achievement of department goals, consistently demonstrate and encourage in others the organization's core corporate values, and champion Phantom's overall strategic vision.

Structure:

The other position reporting to the Chief Financial Officer is the Financial/Cost Analyst.

Subordinates reporting to the position of Controller are those of Financial Accountant; Accounting Assistant - Accounts Receivable, Accounting Assistant - Accounts Payable, and Accounting Assistant – General Accounting (seasonal).

Position Responsibilities:

(include, but are not limited to, the following)

- Lead, direct and mentor a team of financial professionals, creating and implementing team and individual objectives (long and short-term goals) in support of the annual business plan. With the support of HR, select, develop and coach a competent staff of subordinates, evaluating performance, identifying training needs and providing input to the salary review process.
- Champion the design and implementation of accounting process improvements and optimize the use of the current ERP and associated systems.
- Set accounting policies in accordance with GAAP, taking into consideration the policies and objectives of the organization.
- Develop and maintain an internal control structure to ensure the integrity of information is maintained in the areas of receivables, payables, treasury, revenues, inventory, fixed assets and financial reporting.
- Prepare year-end financial statements and liaise with external accountants in the preparation of annual corporate tax returns and externally prepared financial statements.
- Establish and maintain accurate financial records, produce timely financial statements, notes and related reporting in adherence with Canadian GAAP & Accounting Standards for Private Entities (ASPE).
- Assist the CFO in developing annual budgets and participate in the preparation of financial outlooks and forecasts supporting company business plans
- Assist in the analysis and presentation of meaningful financial information to senior management including cost accounting management.
- Work with the corporately designated financial institution to source financing, supply all reporting required in the debt agreements, and ensure compliance of all debt covenants; and oversee daily cash management activities including the development of a timely and accurate process of monitoring cash flow, ensuring internal control and maximizing the return on cash assets.
- Monitor and report adherence to corporate credit policies with the goal of lowering DSO and bad debts without unduly hampering sales.

- Assist the CFO in developing a program of risk management of all assets designed to maximize return and minimize loss for monetary, commodity, fixed and other assets; and manage the company's insurance program through its broker(s).
- In conjunction with external tax advisors, the CFO and the CEO, coordinate tax-planning strategies to minimize tax liabilities; ensure that the organization is compliant with Federal and Provincial income tax regulations and the statutory calculation and remittance of payroll and sales taxes.
- Other duties as assigned by the CFO.

Corporate Values:

At Phantom Screens we value all our employees. We are committed to providing a safe and harmonious work environment, and all employees are required to help us achieve this by observing the following basic core principles of the organization:

To speak the truth: Conduct oneself with honesty, integrity, and morality

To serve each other: Treat co-workers with respect, dignity and fairness at all times

To pursue excellence: Encourage by example by demonstrating commitment and dedication in all that you do

To practice stewardship: Respect our working environment and the tools we are provided to do our job

Position Requirements:

- Strong analytical, quantitative, and problem-solving skills
- Experience in information and management reporting
- Commitment to ongoing professional development
- Superior spreadsheet skills and proficiency in the use of computer systems and software
- Superior interpersonal and communication skills; interacting comfortably and confidently in writing or orally with internal and external contacts at all levels.
- Ability to effectively interface with senior management
- Ability to foster a team environment and provide strong leadership skills
- A genuine desire to provide superior customer service and the ability to diffuse customer conflict; use sound judgment to evaluate and analyze information, and effectively resolve customer issues with a minimum of supervision.
- Organized, methodical and able to remain calm and focused; is able to accomplish multiple and changing priorities by appropriately structuring workflow.
- A keen understanding of the need to maintain confidentiality when coming into contact with sensitive information.
- Equally comfortable working independently or as a contributor in a team environment.

Academic Achievements and Work Experience:

A professional accounting designation (CPA), and a minimum 10 years experience in a senior finance role within a manufacturing environment; a Business Management degree or MBA is preferred.