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JOB DESCRIPTION

General Description

An exciting and challenging position exists as a **Controller** at Teldon & Alive Publishing Group! Reporting to the President, the Controller is responsible for overseeing the financial operations of our award-winning organizations. Named one of Canada's Best Places to work, Teldon places an emphasis on our people, culture & performance! If you have a passion for data and consider yourself to be an expert problem solver, you give a damn, you take ownership and lead by example; we want to hear from you!

Outcomes/Critical Success Factors

- Review and oversee the preparation of monthly and annual consolidated and non-consolidated financial statements and related reports (bank reconciliations, prepaid listing, accrual listing, intercompany balances, foreign exchange etc.)
- Present the monthly financial packages to the President and the Board
- Supervise, lead and provide functional direction to the accounting, payroll and collections team
- Manage tax and governmental compliance, as well as reporting
- Assist the external accounting firm with annual year end review engagements and tax returns/filings
- Manage cash flow and forecast to minimize interest
- Prepare corporate annual budgets with assistance from President
- Collaborate with senior leadership team on various initiatives as required
- Monitor internal controls and suggest improvements to existing processes
- Manage risk by maintaining and safeguarding all corporate documents (contracts, leases, financing arrangements, foreign exchange, credit, insurance etc)
- Liaise with bank and assist President with securing financing arrangements
- Assist President with acquisition opportunities
- Perform related duties as assigned

Competencies

- 4+ years experience in controller and management responsibilities
- Very strong soft skills and proven management/supervisory experience
- Recognized accounting designation (CPA)
- Advanced knowledge and experience in Excel
- Knowledge of Great Plains and QuickBooks software preferred
- Management reporting and financial statement preparation experience (ideally multi-company consolidation)
- Experience preparing budgets, forecasts and variance analysis
- Strong analytical abilities and experience developing operational performance metrics to track trends and identify issues and opportunities
- Solid track record of business process review, improvement and implementation
- Strong organizational, time management and communication skills (verbal and written)
- A goal achieving attitude and passion for continuous improvement
- Strong relationship building and business partnering abilities
- Team player who thrives in entrepreneurial environment
- Ability to multi-task and meet tight deadlines

What's in it for you?

- Summer Fridays
- Competitive Salary
- Extended Health & Dental Benefits
- Employee recognition program



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- Birthday cake (we're not kidding)
- Summery BBQ's
- A swanky Christmas party
- The list goes on and on and on.

To apply for this incredible career opportunity, please email jane.griffiths@teldon.com and include a cover letter telling us why you are awesome and attach a copy of your resume. Look forward to hearing from you!

