



Controller

Department: Finance

Reporting to: VP, Finance

*Victoria Distillers is looking for an experienced **Controller** to join our team!*

Position Overview:

Reporting to the Vice President of Finance, the Controller will be responsible for the successful completion of full cycle accounting with specific responsibilities in the areas of general ledger management, financial reporting, month end processes, G/L reconciliations, cash flow projections and mentoring/training the finance team. This is a full-time position based in Sidney, BC.

Essential Responsibilities:

Financial accounting and reporting

- Develop and maintain timely and accurate financial statements and reports in accordance with generally accepted accounting principles (GAAP).
- Consolidate financial statements for three (3) separate companies functioning under the Victoria Distillers Group; develop and maintain transfer pricing arrangements between related entities.
- Work closely with VP Finance, senior management, and ownership; provide reports and financial updates on a regular basis.
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Ensure that all statutory requirements of the organization are met including Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax, and Employer Health Tax.
- Document and maintain complete and accurate supporting information for all financial transactions, specifically monthly management reporting, sales graphs and marketing spend by month by state/province.
- Review monthly results, cash flow of various projects, inventory valuation, perform monthly variance reporting, Worksafe and Excise Tax, equivalent US requirements.
- Review legal contracts, statutory and tax obligations, leases, insurance policies, loan covenants and ensure financial requirements are met; ensure that licensing is current in various states and provinces.
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate.
- Work in conjunction with the VP, Finance with any special projects, new hire procedures, workflow process improvements and department enhancements.
- Other duties as assigned.

Administration

- Assist front-end managers and executive with any accounting and internal control related issues.
- Negotiate and manage the employee insurance and benefits plans.
- Process and submit statutory and benefits remittances on time.
- Issue annual T4s.
- Prepare all new hire documentation, including offer letters, employment, and shareholder agreements.
- Prepare all termination documentation, including ROEs, as deemed necessary.
- Other duties as assigned.

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Budget preparation & reporting

- Work in conjunction with the VP, Finance to establish guidelines for budget and forecast preparation and prepare the annual budget.
- Prepare the monthly budget to actual reporting for presentation to the Executive and the Board.
- Other duties as assigned.

Qualifications and Requirements

- Minimum ten (10) years of senior level accounting experience; preference given to those within the public practice industry.
- Completion of a designated CPA program – required.
- Minimum of five (5) years of people management experience – required.
- Prior experience within the Alcohol and/or Manufacturing industry – strongly preferred.
- Computer skills - advanced Excel, intermediate Word, and Outlook
- Ability to plan, organize and manage multiple priorities effectively.
- Ability to work independently and exercise good judgement.
- Excellent communication and presentation skills, both verbal and written
- Must demonstrate a serious commitment to accuracy and quality while meeting goals or deadlines despite unexpected setbacks, obstacles, or time constraints.
- Strong problem identification and resolution, organizational, time management and prioritizing skills
- The ability of work collaboratively and form strong working relationships.
- Maintain a high level of professionalism, displays a high level of discretion while maintaining confidential records and communications.

To apply on this exciting opportunity, please send your resume and cover letter in confidence to Sarah Elliot, Recruiter at: sarah@sjemploymentsolutions.com

We would like to thank all applicants for their interest; please note that only those candidates selected for an interview will be contacted.