

<i>Description</i>	
Job Title	Manager Accounting and Reporting
Reports to Title	VP Finance
General Accountability	<p>The Manager, Accounting and Reporting is a critical member of the Finance team, being a resource to senior finance management and to the rest of the company in providing financial analysis to support decision making and reporting throughout the enterprise. The key responsibility of this role will be the preparation of internal and external financial reporting for the entities within the enterprise. As the Manager, Accounting and Reporting, support will be provided in various other areas, which include budgeting and forecasting and reporting analytics. The Manager, Accounting and Reporting is responsible for supervising one direct report. This includes coaching and mentoring and review of work performed. The Manager, Accounting and Reporting will also work closely with other Finance team members.</p>
Duties and Responsibilities	<p>All responsibilities are within clearly defined timelines.</p> <ul style="list-style-type: none"> • Responsible for the monthly results close - preparation of journal entries, review of account reconciliations and support; • Analysis and reporting on variances between actual results vs. budgeted and forecasted results with particular emphasis on various efficiency measures and key metrics; • Preparation of monthly financial statements and distribution of accurate and reliable financial reports (following approval of the VP Finance) • Monitoring cash requirements daily and producing monthly cash forecasts • Maintenance of manuals documenting accounting procedures and policies including; ERP, & other financial processes • Participate in the preparation of quarterly and annual financial statements for the reporting entities. The statements are IFRS compliant • Preparation of the quarterly and annual MD&As; • Participation in the preparation of other regulatory required reports and Annual Information Form; • Co-ordination of quarterly reviews and annual financial statement audit with external auditors; • Assisted by General Accountant prepares year-end audit working papers including assets, liabilities, revenues and expenditures

	<ul style="list-style-type: none"> • Participate in the Internal Control over Financial Reporting (ICFR) process to remain compliant with requirements of NI 52-109 • Ensure all financial reporting deadlines are met with accuracy • Additional tasks as assigned by the VP Finance.
--	---

Competencies	
Education	<ul style="list-style-type: none"> • University Degree in Accounting required
Certifications	<ul style="list-style-type: none"> • Completion of a Canadian recognized accounting designation (CPA via CA, CGA or CMA stream). • MBA, or other business accreditation an asset
Key Attributes (experience, skills and technical knowledge)	<ul style="list-style-type: none"> • 5- 10 years previous accounting experience, with experience in Manufacturing company required. • Knowledge of public entity reporting requirements • IFRS – existing and future requirements • Strong audit knowledge and exposure to audit process • MS Office suite of products with an emphasis on strong Excel skills • Excellent analytical skills • Excellent verbal and communication skills • Excellent business and problem solving skills • Well organized and effective time management skills • Excellent customer service skills and able to meet reporting deadlines • Computer literate, including effective working skills of MS Word, Excel and e-mail • Ability to adapt to and learn new software • Able to work efficiently as a part of a team as well as independently • Able to work well under pressure and meet set deadlines • Attention to detail in all areas of work • Travel may be required • Ability to attend and conduct presentations • Additional hours as required