



## Job Description

### **Title: Controller - Contract**

#### **Purpose:**

- To provide a leadership role in all aspects of the company's financial operations including Accounts Receivable, Payable, Reception, Costing, Payroll, and Treasury operations

#### **Accountability:**

- Authenticate accuracy of financials.
- Bring to the forefront issues/ concerns, recommendation from periodic audits of A/P, Costing and A/R etc.
- Notify managers of changes pertaining to tax laws, sanctions, embargoes, relative to our company's operation
- and ensuring changes are implemented.
- Recommend benefit programs, continuous learning programs, provide guidance and support as required.

#### **Role:**

- Responsible for monthly consolidated financial reporting (subsidiary in USA & China) including KPI's and variance analysis to the parent company in USA under USGAAP and to the Management Team.
- Responsible for 13 week rolling cash forecast & metrics on a weekly basis.
- Responsible for Quarterly presentation of consolidated financials including KPIs to the parent company and to the company employees.
- Work closely with Internal Audit Team to make sure that all the procedures/policies are adhered to.
- Collaborate with external auditors and SR&ED consultants for year-end audit. Prepare SR & ED expenses, coordinate with technical writer, and plan strategies for RND claim. Work with auditors to establish the threshold for the future years.
- Co-ordinate with auditors for the yearly tax return.
- Work closely with D&V China and D&V USA team on a day-to-day basis to ascertain their needs on the financial side.
- Responsible for Bank Monthly Borrowing Base Reports for submission to MPA.
- Responsible for yearly budget, 3 years forecast & updating the standard cost.
- Managing foreign exchange exposure.
- The 'gate keeper' and enforcer of policies and procedures in accounting, ensuring adherence to proper accounting principles are applied to all functions, throughout the company as per SOX.

#### **Education and Experience:**

- Bachelor's degree in Finance, Accounting, Business with an MBA preferred
- Accounting Designation (CPA, CGA, CMA)
- 10+ years of progressive management experience with knowledge of all aspects of both strategic and financial management functions in a manufacturing environment

- Strong knowledge of both Canadian and USA GAAP requirements and strong internal controls
- Ability to develop and maintain all financial policies and procedures
- Strong interpersonal and communication skills
- Impeccable analytical and organizational skills
- Self-motivated and self-directed
- Ability to work closely with a senior management team
- Knowledge of federal and provincial financial and taxation regulations
- Working knowledge of Microsoft Dynamics GP would be an asset
- Advanced Microsoft Excel proficiency
- Proven experience managing a team
- Ability to lead, take ownership and drive results
- Ability to establish priorities, work independently, multi-task, complete tasks under pressure and meet deadlines is required
- Strong relationship building with all stakeholders is required

D & V Electronics values their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: [careers@dvelectronics.com](mailto:careers@dvelectronics.com)

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.