

Job Description for:  
**Manager, Financial Accounting, Reporting and Tax**

**A. General Summary**

The position reports to the CEO. This position is responsible for the integrity and veracity of all financial information and reporting for the Company. Manager, Financial Accounting, Reporting and Tax shall be responsible for financial accounting functions including monthly financial reporting, expense plan development and forecasting, transfer pricing policies, and audit and note disclosure. In addition, this position shall manage all Tax responsibilities. In addition, this position provides support to Senior Management and other administration staff.

**The incumbent will embrace the Company core values:**

- > Merit and performance-based recognition and advancement
- > Build value for customers and investors.
- > Innovation without ego
- > Relentlessly seek continuous improvement opportunities
- > Achieve results with a sense of urgency
- > Find how we can, not why we can't
- > We value a profitable growing company; growth creates opportunities, profit allows pursuit of opportunities
- > We are intolerant of bureaucracy that adds no value to our customers

**B. Key Accountabilities and Responsibilities**

- > Day to day accounting activities, month end close, Balance Sheet reconciliation.
- > Maintenance and reconciliation of Inventory
- > Ensure all billable sales orders are invoiced immediately
- > Manage and process incoming cash
- > Maintenance of accurate fixed-asset register
- > Review of bank monthly, quarterly and annual filing requirements – covenant and compliance certificates
- > Wire Transfers and cheque issuance
- > Assist with preparation of cash reporting and forecasting
- > Maintenance of budget and monthly variance analysis and develop long-term financial plans
- > Preparation of monthly and annual financial statements and management reporting packages on a timely basis
- > Completion of government and other regulatory & compliance documents relative to the financial function
- > SR&ED claims
- > Preparation of audit working papers and schedules
- > Coordinate with Auditors regarding the preparation of income tax returns and related filings
- > Assist CEO with development and documentation of assumptions for forecasts
- > Assist CEO with managing insurance policies
- > Work effectively in collaboration with other members of the department, and with managers and staff across the organization to support business initiatives
- > Comply with company policies and procedures, legal and regulatory requirements, and generally accepted accounting principles except where deviations are authorized
- > Other duties as assigned by management

### **C. Relationships**

The position reports directly to: CEO

Internally, the position shall promote positive and effective working relationships and work cooperatively to provide quality service.

Externally, with outside groups as required, the position will represent the Company and its values.

### **D. Knowledge, Skills, and Experience Required**

Education:

- > Post secondary diploma/degree in Business Administration or related discipline.
- > Accounting designation

Knowledge and Experience:

- > Minimum of 7 years in a corporate accounting environment or equivalent, preferably with experience in the high-tech and/or Medical Device industry
- > Minimum of 3 full years of consolidation reporting experience
- > PC experience in Windows environment with Microsoft Office applications
- > PC experience with accounting software and MRP system software desirable
- > Experience in ISO environment desirable

Skills:

- > Knowledge, skills, academic training and experience in advanced accounting and business administration
- > Excellent oral and written English communication skills
- > Excellent business writing skills and good business sense
- > Excellent priority setting and organizational skills

Attributes:

- > Ability to handle multiple tasks concurrently rather than sequentially
- > Ability to take initiative
- > Ability to adapt to constantly changing environment
- > Ability to work under pressure
- > Excellent attention to detail, perseverance and follow-up
- > Ability to see the big financial picture and understand the meaning behind the numbers
- > Ability to work independently as well as be a team player
- > Display strong sense of personal ethics

### **E. Disclaimer**

The above information on this job description and specification has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.