

Job Title: Controller

Department: Finance

Company Profile:

AscendantFX Capital offers a wide range of foreign exchange services tailored to meet the unique needs of your business. AscendantFX is backed by over 100 years of combined experience in foreign exchange and international payments. We strive to establish a partnership and a long lasting relationship with you and your company. Along with protecting your bottom line we are committed to customer service. As your business grows, we wish to be a part of your growth by providing value added solutions and services to enhance your daily operations.

AscendantFX Capital is searching for a Controller to join their team!

Position Overview:

Reporting to the Director 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 and payroll management. This is a full time position based in our Toronto office.

Essential Responsibilities:

Financial accounting and reporting

- Develop and maintain timely and accurate financial statements and reports in accordance with generally accepted accounting principles (GAAP).
- 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.
- Review monthly results and perform monthly variance reporting.
- Review legal contracts, statutory and tax obligations, leases, insurance policies, loan covenants and ensure financial requirements are met.
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate.

Payroll preparation and administration

- Oversee and administrate the payroll functions to ensure all staff are paid on a timely and accurate basis.
- Negotiate and manage the employee insurance and benefits plans (both Canada and USA).
- Review calculations of the monthly sales commissions and yearly bonus payouts accordingly.
- Process and submit statutory and benefits remittances on time.
- Issue annual T4s.

Budget preparation

- Work in conjunction with the Finance Director to establish guidelines for budget and forecast preparation and prepare the annual budget.
- Assist in the preparation of monthly budget to actual reporting for presentation to the Board.

Regulatory reporting

- Prepare and submit monthly financial statements and liability reports to state regulators.
- Work interdependently with the Compliance team to provide effective responses to a wide range of regulatory requirements including audit and ongoing financial reporting to the respective regulatory body.

Qualifications and Requirements

- Completion of a designated CPA program – required
- Minimum five (5) years of overall professional accounting experience; preference given to those with industry experience.
- Knowledge of federal tax legislation in both Canada and USA; UK an asset
- 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 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
- Must emanate core values: teamwork, respect, integrity and accountability
- Maintains a high level of professionalism, displays a high level of discretion while maintaining confidential records and communications
- This is a full time role, based on a 40 hour/week

To apply on this exciting opportunity, please send resume and cover letter, with salary expectations, to sarah@sjemploymentsolutions.com attention: Sarah Elliot, Recruiter.

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