

## **Position Description**

### **Assistant Controller**

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#### **Position Summary**

The Assistant Controller is responsible for keeping accurate accounting records as well as completing the monthly financial statements, while supporting Finance & company initiatives. This role includes having a thorough understanding of day-to-day business operations and supporting all financial aspects of both Clinical Research Dental Supplies & Services Inc. ("CRD") and Clinician's Choice Dental Products Inc. ("CCI"). Key attributes for this role include problem solving, strong communication and multitasking skills, and the ability to work in a fast-paced environment. Responsibilities for this role include preparing & supporting of various financial reporting requirements, assist in developing and reporting on key financial metrics, and engaging with multiple departments to ensure overall company profitability.

A close working relationship with the Management team will be required. This position will be based at the company headquarters in London, ON, and is a full-time role.

This position will report to the Director of Finance.

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#### **Accountabilities:**

##### **1. Financial Preparation & Support**

- Assist with month-end closings, including but not limited to balance sheet reconciliations, preparation of supporting schedules, journal entries, accruals, P&L analysis, and financial statement preparation and finalization support
- Preparation of miscellaneous invoices & statements related to intercompany operations, balancing intercompany accounts, setup of various intercompany transactions within the ERP system, ensuring & reporting on intercompany transactions within Microsoft NAV
- Assist in preparation of government remittances (i.e. HST, EHT, Federal corporate tax, etc.). Complete the associated remittance forms for review by the Director of Finance. Calculation and completion of quarterly tax provision entries
- Assist in vendor & employee expense payments, including setup of new vendors & employees, signing of weekly cheque runs, and first-level approval of electronic wire payments
- Administration of Concur expense report system & updating of related supporting materials
- Assist with answering telephones and taking customer telephone payments when needed
- Assist in various other financial preparing and supporting as required
- Help drive department KPI's and ensure deadlines are met by supporting department areas as needed

##### **2. Financial Reporting**

- Assist in various aspects of company reporting in conjunction with the Director of Finance, including high-level summaries of financial performance, variance analyses versus budget, and commercial product performance in conjunction with the Finance Business Analyst
- Work with the Director of Finance and Finance Business Analyst to develop annual departmental budgets and spend tracking, including specific budgets for large events & conferences
- Engage in discussions with Operations to determine monthly stock fulfillment and implications on monthly budgets
- Update and analyze financial reporting calculations for various company accruals, including inventory reserves, bad debts, and commissions
- Engage in monthly preparation & review of cash hedging
- Preparation of annual transfer pricing methodology memo in line with CRA requirements
- Work with the Director of Finance to develop CRD & CCI company budgets across all areas of company activities (sales, operating expenses, territory targets, etc.)
- Work with the Director of Finance on analyzing and improving Company profitability
- Analyze inventory levels and engage in bi-annual inventory rationalization reviews with Operations in both CRD & CCI to identify and determine strategies for slow-moving inventory, including updating inventory accruals for qualitative aspects based off feedback

- Prepare and assist with any queries required from the external financial auditors as directed by the Director of Finance
- Assist Director of Finance in preparation of financial metrics for presentation to various groups within both companies
- Prepare various ad-hoc reporting items as required

### 3. Departmental Projects

- Drive new Finance processes and initiatives, including developing new processes where required, including but not limited to:
  - Engaging with company bank contacts to determine additional opportunities for cash collections and secure payment issuance
  - Discussing with internal ERP resources to automate certain financial processes and alignment across both CRD & CCI
  - Work with the Finance Business Analyst to determine reporting capabilities in existing systems and develop systematic process to continuously analyze key metrics
- Continuously engage and discover areas for efficiencies and improvement within the Finance department and lead these initiatives in conjunction with the Director of Finance

### 4. Additional Responsibilities

- Assist in organizing annual inventory counts across both companies, including communicating of requirements to various teams. entering counted quantities, validating the accuracy of inventory count data, and assisting to minimize count variances
- Assist with inventory issues identified throughout the year, including understanding financial impact, followed by organizing & implementing corrective actions as required
- In conjunction with the Finance Business Analyst & the sales team, assist with management of annual customer territory updates
- Analyze & review vendor purchase price changes and maintain summary of changes for market pricing review
- Analyze & review new product pricing, and recommending associated changes, before delivering to Director of Finance for final approval
- Setup of various ERP financial workflows & processes as required to adapt to evolving reporting

### 5. ISO Procedural Knowledge

Applicable job-related ISO Procedures as outlined in the ISO training matrix. All ISO training is maintained and administered by the ISO Management Representative.

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#### Qualifications:

- College/University degree in Accounting, with a Chartered Professional Accountant (CPA) designation strongly preferred
- 3-5 years of progressively responsible experience, with experience in a saleable-goods business an asset
- Intermediate Excel user
- Microsoft Dynamics NAV experience an asset
- Driven attitude to achieve results by taking initiative, acting, achieving quality and focusing on the future
- Strong attention to detail and validation of analysis prior to presentation to Management is required
- Strong strategic, planning, analytical and critical thinking skills
- Ability to multi-task and work on various items at any given time
- Proven written and communication skills, including written reports, and simplifying complex topics
- The ability to work well and build co-operative relationships with people at all levels
- Demonstrates integrity and ethics; sets a personal example

<b>Revision Date:</b>	October 27, 2022	<b>Revision No:</b>	01
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