

<b>Position:</b> Financial Controller	<b>Department:</b> Finance and Administration
<b>Report to:</b> Director of Finance & Administration	<b>Responsible for:</b> Finance & Accounting Staff

The **Financial Controller** undertakes all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures. Finance Controller responsibilities will also include financial risk management.

Coordinate Industries Ltd. is a value-added manufacturer and supplier of high-quality cable assemblies, wire harnesses, mechanical and electromechanical assemblies, and precision machining services for aerospace, military, medical, and industrial applications. Established in 1985, the company is privately-owned and certified with ISO9001/ISO14001/AS9100, enabling it to serve demanding industries such as defense and aerospace. Based in Oakville, Ontario, Coordinate Industries maintains high precision standards to achieve tight tolerances required by its clients.

### **Training, Experience, Education and Skill Requirement**

- Bachelor's Degree in Accounting, Finance, CPA or relevant field is required
- Well-developed analytical skills, including income statement analysis, and experience evaluating financial information.
- Have relevant commercial experience 5+ years, and the ability to contribute to strategic discussions.
- Previous experience in defense and/or aerospace projects, engineering and/or manufacturing environment would be highly advantageous.
- Experience working within an ERP (Epicor, SAP, Microsoft Dynamics), posting entries to the general ledger and reconciling balances.
- Intermediate to Advanced knowledge and use of Microsoft Office Programs (Excel, Outlook, Word, PowerPoint).
- Strong organizational, analytical and interpersonal skills.
- Strong verbal and written communication skills.
- Self-motivated to learn new concepts and participate in new projects.
- Ability to handle high levels of pressure and critical decision-making.
- Strong problem solving and ability to make decisions based on accurate and timely analysis.
- High level of integrity and dependability.
- Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success.
- Proven leadership skills particularly in, creating possibilities, organizational change, consistently delivering great performance and managing people for success.
- Superior problem solving and analytical skills (quantitative and qualitative).
- Demonstrated passion for solving problems and manufacturing and operational excellence.
- Self-motivated and able to achieve high impact within a short time.

### **Job Related Duties & Responsibilities**

- Manage the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results

- Overall control and responsibility for all financial aspects of company strategy and be expected to analyze figures and implement recommendations based on these findings, with the most profitable outcomes.
- Preparation of monthly and quarterly analysis of financial results against prior year, budget and forecasting, providing explanations and business solutions to help mitigate risks.
- Partner with all other functional teams in determining financial impact due to product cost reductions, job costing, new product roll out, etc. and prepare periodic forecasts to update management on projected results.
- Identification, investigation and analysis of potential operational improvement. As appropriate, based on findings make proposal for operational changes (policy, procedures, processes, etc.)
- Oversees Payroll and Benefits, along with Accounts Payable and Accounts Receivable.
- Ensure standard policies and procedures are carried out to safeguard the assets of the company.
- Ensure all financial procedures are properly documented, up-to-date and accessible to all users.
- Hiring, training and retaining skilled accounting staff.
- Collaborate with operational partners to develop and monitor business performance metrics and KPIs.
- Coordinating and preparing internal and external financial statements.
- Coordinating activities of external auditors.
- Providing management with information vital to the decision-making process
- Managing the budget process.
- Support, coach and identify root cause problem solving to permanently address issues
- Work directly with the different departments (associates and management) to implement improvements and deploy the best approach/standards.
- Be a driving force behind strategic, operational and organizational initiatives.
- Provide insight through analytics and drive CIL implementation efforts.