



**Position Title**                    **Director, Finance and Controller**

**Location**                            Toronto

**Reporting To**                      Director, Chief Financial Officer

**Position Overview**

As a member of the Finance team, the Director, Finance and Controller will report directly to the CFO. Director, Finance and Controller is directly responsible for financial reporting and analysis. The controller position is accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards.

**Management**

- Maintain a documented system of accounting policies and procedures
- Supervises all accounting staff
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
- Oversee the accounting operations of subsidiary corporations, especially their control systems, transaction-processing operations, and policies and procedures
- Oversee the regulatory reporting function, including the design of an organizational structure adequate for achieving the department's goals and objectives
- Communicate and maintain relationships with all regulatory agencies
- Oversight over accounts payable and cash flow management

**Duties and Responsibilities**

**Financial Reporting**

- Responsible for review of monthly financial reporting for all subsidiary companies as well as analysis and recommendations based on those reports to aid management decision making
- Review journal entries and reconciliations to ensure their accuracy
- Responsible for preparation of financial statements and annual notes to the audited financial statements of Richardson GMP Ltd in accordance with IFRS
- Communicate and interact with the external auditors for accounting matters
- Perform technical accounting research to support inquiries by analyzing all applicable accounting resources
- Preparation of monthly board package
- Preparation of annual budgets and forecasts with sensitivity analysis
- Review monthly supporting schedules to financial statements such as: fixed asset continuity schedules, amortization reasonability, prepaids, reasonability of various accruals, etc.
- Review the GL for share issuances and IIROC changes
- Prepare T4/T5 impact for share redemptions
- Review IA transition loans including amortization of loans and calculation of taxable benefits for payroll

- Participate in a wide variety of special projects and compile a variety of special reports
- Assisting CFO with ad hoc projects
- Ensure proper controls and processes are in place
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Document and maintain complete and accurate supporting information for all financial transactions
- Review monthly results and implement monthly variance reporting as compared to budget
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management

#### **Regulatory**

- Responsible for preparation of monthly financial report (MFR) to be filed with regulators in a timely manner
- Responsible for review of monthly financial reporting for all regulated entities as well as analysis and recommendations based on those reports to aid management decision making
- Ensure the firm is making efficient issue of capital at all times to allow for debt and capital repayment
- Preparation of the annual Form 1 and corresponding notes

#### **Compliance**

- Coordinate the provision of information to external auditors for the annual audit
- Monitor debt levels and compliance with debt covenants
- Comply with local, state, and federal government reporting requirements and tax filings (Monthly and annual GST/HST returns)

#### **Systems Used**

- Microsoft Office
- Solomon (General Ledger)
- Dataphile

#### **Education**

- Bachelor's degree in accounting or business administration, or equivalent business experience
- Chartered Professional Accountant (CPA) designation preferred

#### **Qualifications**

- 10+ years of progressively responsible experience for a major company or division of a large corporation
- Specific skills such as communication, organization, time management etc.
- Strong technical capabilities
- Experience in financial institutions would be preferred, but is not required
- In addition, the candidate must possess strong knowledge of enterprise risk management and financial management skills with evidence of success in creating and maintaining reliable reporting, controls, planning and analytical capabilities
- Demonstrated team-oriented leadership capabilities and attention to detail is a must. The candidate must be able to establish credibility quickly and function as a key member of the RGMP finance team
- This individual must be adept at collaborative consultation and highly productive. A strong intellect, energy, attention to detail, and superior skills in communication, organization, presentation and multi-tasking combined with a sense of urgency, drive and initiative will be critical to success in this role