

Position Title:	Assistant Corporate Controller	Location:	Leamington
Department:	Accounting	Wage Grid:	Confidential
Reports to:	Corporate Controller	Direct Reports:	None

Highline Vision and Values:

Passionately nourish people, community and environment, through embracing our core values, which include:

We do the right thing, always. We lead the way. We are fanatical about quality. We are transparent in our relationships. We always consider the human element. We embrace diversity and inclusion.

Position Summary:

Highline Mushrooms is Canada’s premier grower, shipper and marketer of fresh mushrooms and the world's largest organic mushroom grower. We are seeking an Assistant Controller with advanced accounting and finance experience that is experienced in all aspects of financial management to join our growing organization which consists of 14 farms, packaging and distribution centers across Canada.

Expected Outcomes:

Main Duties

- a. Obtain and maintain a thorough understanding of the financial reporting and general ledger structure
- b. Support the Corporate Controller to ensure an accurate and timely month-end and year-end close process
- c. Review the company’s accounting information and general ledgers to identify and resolve inaccuracies or imbalances
- d. Support corporate consolidation by maintaining documentation for variance analysis and intercompany eliminations
- e. Assist with the preparation of the budget, financial forecasts and report variances
- f. Liaise with all external auditors (annual audit, internal controls audit, CRA, HST, WSIB, EHT, etc.)
- g. Research and compile supporting documentation to meet regulatory compliance (AgriStability, Insurance, GST/HST, QST, VAT, Payroll and other)
- h. Support the design and implementation of control processes and procedures to comply with legislation and established best practices
- i. Review and/or prepare journal entries
- j. Participate in management meetings and provide input and reports as requested
- k. Perform ad hoc analysis upon request

Other Duties

- a. Facilitate improvement activities with other department managers and area supervisors
- b. Provide meaningful recommendations for continual improvement or innovation

Safety

- a. Adhere to the Safety Policies, including use of proper Personal Protective Equipment (PPE) and other safety equipment
- b. Report unsafe conditions immediately to direct report or a member of the safety team
- c. Report all incidents, injuries, or near misses immediately to direct report or a safety advocate
- d. Cooperate in the Early & Safe Return to Work Program if an injury or medical illness requires accommodation

Leadership & Code of Conduct

- a. Embrace and support the Highline culture and values, acting as brand ambassador at all times
- b. Interact with others in a manner that promotes respect, confidentiality and dignity
- c. Develop and actively foster an engaged work force, displaying professionalism at all times

Qualifications & Experience:

Education & Past Experiences:

- University Degree with a business, finance or accounting focus
- Minimum of 5 years of overall combined accounting and finance experience (including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, as well as the development of internal control policies and procedures)

- Advanced experience with Microsoft Excel
- Familiarity with Sage 300 Accounting software and/or SAP would be an asset
- Thorough knowledge of generally accepted accounting principles, specifically IFRS (International Financial Reporting Standards)
- Experience with general ledger functions and the month-end/year end close process

Personal Attributes:

- Strong business acumen and an analytical mind
- Above average analytical and problem solving skills
- Demonstrably strong organizational skills and the ability to prioritize
- Excellent communication and interpersonal skills
- Must be able to handle multiple projects simultaneously in a changing, deadline driven environment
- Ability to work independently and as part of a team and take on new tasks with a high level of difficulty
- Attention to detail and accuracy, appropriately balanced with the need to complete tasks
- Self-starter who can work independently, has an adaptive personality that can deal with ambiguity
- Conducts themselves with professionalism, and maintains confidentiality of sensitive information

Other:

- Eligible to work in Canada.
- Fluent in written and verbal English, other languages are an asset.

Required On-The-Job Training:

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, AODA, WHMIS, Incident Response and Reporting, Emergency Response Plan, Return to Work and Disability Management, Ergonomic Policy and the Highline Stretching Program, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy and MOL Worker Awareness.

Other training as self identified for professional development or skill enhancement or identified by Highline.

Working Conditions:

Working conditions are primarily in an office environment, but is expected to be highly familiar with all productions operations and to regularly visit significant company operations

Must be capable of working in Ontario and able to travel within Canada

Must possess a valid driver's license

Weekend and/or evening and some holiday work, along with a willingness to work a flexible schedule.

This job description should not be construed as an exhaustive list of duties and responsibilities to be performed by persons assigned to this position. It is not intended to limit or in any way modify the right of the manager or supervisor to assign, direct, or control the work of associates under his or her supervision. Job descriptions may be revised at any time during the course of employment as required.

By signing below, I acknowledge that I have reviewed and accept the responsibilities noted within this job description.

Signature

Date