

## **Controller (13 Month Term)**

### **Scope:**

Egg Farmers of Canada (EFC) are looking for a Controller. The Controller is responsible for planning and managing the operations of the Finance Unit and reports to the Chief Financial Officer. Key responsibilities include: preparing financial statements and reports used for strategic and business decision making; budgeting and quarterly reviews, overseeing and managing staff performance; ensuring EFC's compliance with accounting principles and Canadian tax laws and regulations; coordinating and overseeing interim and year-end audits with external auditors and internal staff; and, communicating the results to the Audit Committee and the Board of Directors.

### **Duties and Responsibilities:**

- Manage the daily financial operations including payables, receivables and cash flow
- Develop EFC's annual budget
- Plan, schedule and coordinate Budget Committee meetings
- Prepare, analyze, and communicate financial reports to managers, executive officers, provincial stakeholders, Board of Directors and Board Committees
- Manage and direct Finance Unit staff
- Schedule, plan and prepare for interim and year-end audits with external auditors and internal staff

### **Qualifications:**

- 4 – 5 years in accounting and/or finance
- In-depth practical application of current accounting and financial reporting requirements
- Understanding of the Canadian tax laws and regulations pertaining to employee benefits
- Past experience managing staff
- Familiarity of financial software packages (Great Plains) and Microsoft Office
- Knowledge of evolving industry and best business practice trends
- Capacity to apply logical, evaluative and methodical thinking to identify problems and determine optimal course of action
- Ability to propose and recommend solutions, and advise staff on complex subjects (e.g. financial matters related to both the Administration and Pooled Income Fund)
- Excellent communication skills (verbally and in writing) in English
- Functional communication (verbally and in writing) in French would be considered an asset
- Certified General Accountant (CGA), Certified Management Accountant (CMA), or Chartered Accountant (CA) designation.

EFC provides challenging opportunities and competitive rewards. E-mail your resume to [careers@eggs.ca](mailto:careers@eggs.ca), fax (613) 238-1967 or mail to EFC, 21 Florence Street, Ottawa, ON, K2P 0W6.