



MANCAL CORPORATION

A member of the Mancal Group

POSITION POSTING

Controller

LOCATION: Calgary Office
REPORTING TO: Chief Financial Officer (CFO)

RESPONSIBILITIES:

The Controller is an integral member of the Mancal corporate accounting team. Key responsibilities of the position include:

- Assist the CFO in establishing and maintaining the internal control, accounting, and reporting requirements for the Company and its subsidiaries;
- Maintain accounting practices and procedures, oversee accounting policy and financial controls, implement changes when required;
- Oversee and direct accounting staff regarding all areas of accounting;
- Maintain all accounting records in the Group up to and including financial statements;
- Act as Administrator for the Company's accounting system (MS Dynamics) including managing staff access and software updates;
- Ensure operating companies submit monthly, quarterly and annual financial reports in accordance with established procedures and manage the consolidation of financial statements and reports;
- Lead the review and drafting of commentary and analysis of Company results for monthly financial statements and reports and for quarterly Board reporting;
- Manage annual external financial audits and key deliverables during the audits up to and including drafting entity and consolidated financial statements and notes;
- Assist the Treasurer in meeting regular compliance and reporting deliverables;
- Play a lead role in evaluating the effectiveness of financial systems and in recommending and overseeing the implementation of new systems as required;
- As required, work in consultation with the CFO on matters of taxation, ownership structure and control;
- Manage the Group's third party internal audit and other risk management projects including presentation to the Audit Committee;
- Manage the Group's annual risk assessment including presentation to the Audit Committee;
- Oversee the annual budget process, including compilation and review of detailed budget information;
- Monitor and implement changes in accounting and disclosure standards under Accounting Standards for Private Entities (ASPE) and International Financial Reporting Standards (IFRS) and draft technical accounting documentation;
- Mentor corporate accounting staff and support their continuing professional education, development and certification endeavors;
- Assist Mancal CFO and Treasurer on various projects as required.

QUALIFICATIONS:

To meet the challenge of this role, the candidate must be highly organized, have proven people skills and be an energetic team player that can work well under minimal supervision. The successful candidate will have their CPA designation complemented with a minimum of 7 years post-designation experience. Experience dealing with privately owned companies and complex structures and transactions would be beneficial. Extensive experience with Excel, MS Dynamics (or similar accounting software) is necessary along with strong knowledge of internal controls and procedures. Experience with ASPE and IFRS is essential.

QUALIFIED APPLICANTS SHOULD REPLY IN WRITING TO: humanresources@mancal.com