



JOB DESCRIPTION

Title: Controller (1-year Contract)
Status: Hybrid, Full-time, Contract
Reports to: CEO

About the Company & Role

At St. Francis Herb Farm, we work hand in glove with nature to understand, nurture, and extract the healing compounds to be found in the plant world.

We are herbalists, but not your average herbalists. We are multigenerational herbal artisans who have spent 30+ years researching and cultivating our knowledge and trade. Herbs are our abiding and passionate obsession. We also work closely with Canadian organic farmers who believe in a wholesome back-to-basics way of living and are as committed to it as we are. For more information, visit our website.

St. Francis Herb Farm is seeking to hire an experienced and passionate **Controller (1-year contract)**. The Controller is responsible for managing the overall financial operations and provides accurate information to the Senior Leadership Team and the Board of Directors, including analysis, budgeting, forecasting, and preparing financial reports. The Controller directs and manages the company's accounting functions, including establishing and maintaining accounting principles, practices, and procedures. The Controller also maintains the company's accounting systems and implements changes as required.

We are looking for a Controller (1-year contract) from the **Ottawa Valley** to join our team. This position is primarily onsite, with some flexibility to work remotely (up to 2 days per week).

Duties and responsibilities

- Manage cash, budgets, forecasts, monthly and annual reporting
- Ensure compliance with GAAP and government regulations. Liaison with accountant & lawyers
- Manage audits and governmental regulations and reporting
- Co-manage accounting team alongside with the CEO
- Manage Insurance and Risk assessment's as they relate to the accounting function.
- Manage AP & AR positions to ensure on time accurate reporting, payment of expenses and collection of receipts. Manage cashflow and generate reports as requested. Maintain records.
- Maintain accounting system to generate monthly financial statements. Generate monthly rebates and commission payments. Manage and coordinate auditors on YE review
- Annual budgeting, forecasting, and financial analysis. Develop operational and control processes to improve efficiency and reduce costs
- Manage and lead governmental and outside audits or reviews. Complete government reporting
- Manage outside IT firm and aid in review and updating of software used at SFHF

Education & Experience Required

- Minimum of 3-5 years' of work experience in finance and accounting, or similar position
- Experience in a management capacity, or managing an accounting team is a plus
- University degree in Business/Accounting, with advanced degree or professional accounting designation (such as CA, CPA, CGA, CMA, CMT) preferred
- Extensive knowledge of corporate accounting, financial management, as well as experience with all relevant Federal, Provincial, and local requirements regarding financial records etc.
- Experience overseeing audits performed by external audit firms
- Financial analysis, budgeting and some strategic planning experience
- Knowledge of accounting principles, practices and applications
- Knowledge of budget preparation and analysis techniques
- Advanced knowledge of MS Office and Excel
- Knowledge of ERP computer systems an asset

Core Competencies

- Accuracy, ability to lead a team, computer skills, general business experience including collection.
- Professional communication skills both verbal and written, along with good judgement and problem-solving ability
- Strong organizational skills and the ability to meet deadlines, and work well in team environments
- Good project management skills and the ability to motivate teams to produce quality work within tight timeframes
- Good problem-solving skills and the ability to make the necessary decisions to move forward the work at hand
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Able to work well under pressure and meet set deadlines
- Good organizational, time management and prioritizing skills

Working conditions

- Work schedule will vary 40 hrs per week based on the needs of the business and may include evening or weekend shifts.
- Company Operating Hours: 7:30 a.m. - 5:00 pm, Monday – Friday.

Additional Information

Qualified candidates are invited to e-mail their cover letter and resume in confidence to jobs@stfrancisherbfarm.com by Wednesday, October 25th.

We know your time is valuable and we appreciate your participation. We thank all applicants for their interest in exploring employment opportunities with St. Francis Herb Farm, however only those selected for an interview will be contacted. Applicants may be subject to a background check and must meet the security criteria designated for the position (if applicable).

St. Francis Herb Farm is happy to provide employment accommodation during the recruitment process. Should you require any accommodation, please indicate this on your application and we will work with you to meet your accessibility needs.