



Armatec is looking for an Assistant Controller!

Please note that to be a candidate for this position; you must be able to obtain Government Security Clearance.

An innovative company with an entrepreneurial spirit, Armatec was established in London, Ontario, Canada in 1997. In the last 20 years Armatec has established itself as a significant player in the defence survivability market. Our products are instrumental in saving soldiers' lives around the world and we continually strive for innovation and product excellence.

Armatec is looking for a professional with passion, energy and initiative who wants to join our team. The successful candidate will have proven experience with a desire to think outside common boundaries and an appetite for growth. Key requirements for the individual looking to join our team of cultural high performers is a team player with excellent listening and inter-personal skills, the ability to empower your team and foster inter-departmental synergy.

Armatec prides itself on the highest standard of ethics and compliance to our values, our mission and vision; all key to the future innovation and growth of our company.

Do you have what it takes to provide guidance and mentorship in this fast moving and high tech environment?

**Position Title:** Assistant Controller

**Location:** Dorchester, Ontario

### **General description**

Armatec is looking for a self-starting, responsible and experienced senior member for our fast paced and creative prototype and production environment. This position will involve constant interaction with people in a busy dynamic environment. The Assistant Controller will assist the Director, Business Administration in directing the organization's costing and various accounting functions. Plan, organize, direct, control and evaluate the operation of financial, accounting and administrative departments. Assist in the development and implementation the financial policies, systems, internal controls and general business procedures for a dynamic company.

### **Prerequisite Skills and Qualifications:**

- University degree in business administration, economics or related fields
- CA, CMA, CGA designation is required. MBA is an asset
- Minimum 5-7 years' experience in accounting, auditing, budgeting, financial planning and analysis of other financial activities in a manufacturing environment
- Problem solving, decision making, critical thinking, job task planning and organization, reading text, numeracy, document use, advanced computer skills and working in a team environment.
- Exceptional communication and organizational skills

### **Essential Duties:**

- Periodically review accounting procedures and functions for proper compliance and function at a plant and division level
- Perform review of monthly/quarterly close, including all reconciliation and review activities

- Prepare monthly/quarterly reporting to corporate accounting
- Oversee all financial cut-offs for revenue recognition, accounts payable, accounts receivable, inventory, payroll and fixed assets
- Prepare journal entries to record division level accruals and accounting adjustments
- Calculate and review percentage of completion data monthly
- Periodically attend estimate to completion reviews of plans
- Provide budget vs. actual explanations as required
- Support preparation of requests for proposals (RFPs)
- Provide advice to plant personnel on accounting issues related to contracts and commitments
- Plan, organize, direct, control and evaluate the operation of the finance department
- Develop, implement and monitor the financial policies, systems, internal controls and procedures of the business
- Prepare and/or coordinate the preparation of financial statements, summaries, and other cost-benefit analysis and financial management reports and audits
- Oversee the data and information management of the purchasing department (process review)
- Support tax reconciliation, assessments and support various audits (i.e. SR&ED, CRA, PSPC etc.)
- Notify and report to senior management concerning any trends that are critical to the organization's financial performance
- Comply with company Health & Safety rules and regulations in accordance with the Act
- Other duties as required

Armatec offers a competitive compensation package with a comprehensive, flexible group benefits program. Qualified candidates may apply to: [hr@armateconline.com](mailto:hr@armateconline.com). Please include position title in e-mail subject line.

We thank all who apply, but only applicants selected for an interview will be contacted.

#### **Equal Employment Opportunity**

Armatec is committed to Employment Equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals.