



Job Description

TITLE: Finance Manager
REVISED: October 2023
REPORTS TO: Troy Palcit

Position Information:

The primary focus of the incumbent will be to ensure the accuracy, completeness and integrity of financial information and reporting for the newly acquired Staples subsidiary (business unit). This includes instituting and maintaining internal controls and accounting policies, procedures and systems across the organization. The individual will manage the financial close, analyze the business unit's financial results, and prepare the internal and external reporting requirements on a monthly / quarterly / annual basis in a timely and accurate fashion for submission to Staples, the corporate office. The ideal candidate possesses strong progressive accounting experience and has prior experience leading change through business and finance integrations. This individual will be accustomed to dealing with a range of financial and operating issues and be a strong technical resource for various internal and external stakeholders. This individual must be willing to play a hands-on role with regards to all the financial activities of the business unit.

Duties and Responsibilities:

- Provide leadership and coaching over a team of up to 2 team members
- Day-to-day management of the business unit's finance team and activities, including: Financial accounting and reporting, Accounts receivable, Accounts payable, Inventory and Payroll
- Manage an efficient and effective financial close and reporting for the business unit to Staples as part of a (targeted) 3-5 day close each month and answer any questions or queries related to the financial results
- Provide financial reporting, analysis and insights to local business unit management team and Staples, including analysis of actual results vs. budget, forecast and estimates
- Improve quality of financial reporting and analysis on an ongoing basis
- Support the standardization and alignment of the business unit's accounting policies, procedures, and systems with Staples as part of the integration
- Implement and maintain compliance with internal controls and financial accountability
- Monitor compliance with all financial policies, including delegation of authority by working in partnership with the local business unit management team and Staples
- Streamline and automate routine processes and activities

- Manage external audits of financial statements and audits by provincial and federal tax authorities

Health and Safety Responsibilities:

- Work in compliance with the provisions of the Occupational Health and Safety Act (OHSA), regulations, and internal health and safety policies and procedures
- Use or wear the equipment, protective devices or clothing required by Monarch
- Report to the supervisor any missing or defective equipment or protective device which could endanger someone
- Report to supervisor any contravention of the OHSA regulations, or Monarch safety policies and procedure by another employee and customer
- Report any observed hazards to the supervisor
- Do NOT remove or make ineffective any protective device without providing an adequate temporary substitute. When the work is complete, the original protective device must be replaced immediately
- Do NOT use or operate any equipment, machine, device, or thing, or otherwise work in a manner that may endanger anyone
- Do NOT engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Know, understand and implement safe work practices and procedures
- Know understand and employ established rules and procedures for handling materials, equipment and processes (e.g. use proper lifting techniques, etc.)
- Use equipment and materials only in the manner intended
- Attend required safety training programs (e.g. office ergonomics), and apply the knowledge gained from these training sessions
- Report all injuries, incidents and unusual conditions immediately to supervisor
- Inspect work area daily and report any hazards immediately to supervisor

Qualifications:

- Bachelor's degree in finance, accounting, commerce or business administration with CPA or equivalent designation.
- Proven self-starter and able to work independently
- Strong knowledge of financial reporting
- Strong understanding of finance-related transactional and reporting processes with a proven track record of continuous improvement
- Strong understanding and experience with accounting, internal controls, financial systems, and processes
- Proficiency and aptitude to work with complex ERP systems. Preferably Oracle and/or BBX
- Excellent oral and written communication and interpersonal skills to communicate effectively to external stakeholders. A team player with a proven ability to build strong business relationships beyond the finance team

- Strong time management and prioritization skills and able to handle tight timelines
- Resourceful, strong analytical abilities, detailed oriented and creative problem-solving skills
- Audit and controls experience are an asset
- Prior experience with business and finance integrations would be an asset
- Advanced skills in Excel, Word, PowerPoint
- Ability to work effectively in a dynamic environment and manage competing priorities
- Flexibility to adapt to changing priorities
- Ability to work onsite in Windsor
- Flexibility to travel to Toronto on occasion
- Minimum of 6+ years of progressive accounting / finance experience leading or being a key contributor to the financial close and related activities in a controllership setting
- Minimum of 3+ years of management experience with a track record of leading and developing team members

Working Conditions:

Finance Manager will be sitting for eight hours per day. He or she will be required to use office equipment, such as a computer, fax machine and telephone. He or she will work mainly in an indoor, temperature moderated, well-lit environment.

Note:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, work load, rush jobs, or technological developments).

Employee Statement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract or employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the company has a similar right.

Employee's Name

Employee's Signature

Date