



Assistant Controller (1 year contract) Axsium



The Company

Knightsbridge works with organizations to help them seamlessly execute their strategy through people. Teams of experienced specialists in Leadership & Talent Development, Executive Search & Recruitment, Career Development & Transition, and Workforce Management provide integrated solutions to deliver on your human capital needs. Knightsbridge has the people and services you need when you need stronger people.

Knightsbridge is Canada's fastest growing human capital company, with 26 offices and 250 employees across Canada, the U.S and the U.K., including Toronto, Montreal, Ottawa, Calgary, Vancouver, as well as Halifax, Moncton, and St. John's through our strategic alliance with Knightsbridge Robertson Surette. We serve our clients globally through strategic alliances with Amrop for global executive search.

Our Vision

We will be seen as reshaping the way the market unlocks its human and organizational potential.

Our Mission

Great organizations are built by great people... we move people and organizations to greatness!

Role

Reporting to the CFO and Controller, the Assistant Controller will be responsible for all aspects of accounting and tax compliance related to Axsium Group's business in Canada and the US. Also, this position will provide support for Knightsbridge in budgeting, monthly reporting and forecasting as required.

In this role the successful candidate will have the opportunity to develop and shape the business processes of a growing company. As the Assistant Controller, you will manage the role and responsibilities of a junior staff member (Accounting Coordinator) as well as completing audit requirements and regular month-end accounting and reporting.

Key Accountabilities for Axsium:

- Manage the accounting operations including the review of journal entries, payroll, accounts payable, accounts receivable, and statutory reporting
- Assist with integrating the Axsium financial processes with Knightsbridge Human Capital Management Inc.
- Ensure that all expense, revenue and capital accounts accurately record the business activity of the group and are in accordance with GAAP
- Analyze and reconcile income statement and balance sheet accounts
- Provide monthly reporting of consolidated financial and operational results to the management team
- Review and approve all client invoicing on a timely basis

Establish and monitor internal controls to ensure that accounting activities are in accordance with established legal regulatory and company policies and procedures
Provide strategic analysis as required to drive improved decision making
Interface with various professional service firms including audit, legal and banking



- Liaison with Australia and UK office for inter-company transactions
- Participate in the following:
 - Sales Contract administration
 - Cash receipts and disbursement processing
 - Credit & Collections
 - Tax administration - income, including withholding by foreign jurisdictions and excise taxes, etc.
- Serve as main point of contact for all financial matters of Axsium, as required

Key Accountabilities for Knightsbridge:

- Prepare daily, weekly and monthly reports requiring extracting information from various data sources to include:
 - Budget Planning and Forecasting
 - Cash Forecast Reporting
 - Sales and EBITDA Forecast Reporting
 - Purchase Order Approval and Spending Reports
 - Job Transaction Reports
 - Other Reports as defined to meet business requirements
- Take on tasks that assist with providing an enhanced internal control environment
- Other duties as assigned

Requirements

- Working towards an accounting designation (CA or CMA designation)
- Bachelors degree in accounting/finance and equivalent work experience
- Preferred 3 – 5 years experience in a similar position
- Experience in multi-jurisdiction environment is preferable, including experience with inter-company transactions and cross-border accounting issues
- US-Canada transfer pricing, US corporate tax and foreign exchange experience is key
- Exposure to accounting systems, Netsuite preferred
- Knowledge of accounting principles, practices and applications
- Solid understanding of financial statement preparation and year-end requirements
- Strong written and oral communication and presentation skills; ability to express complex ideas, concepts and thoughts clearly
- Broad business acumen
- Excellent consulting skills/relationship management/influence skills
- Confident, assertive, self-starter and proven professionalism and ability to maintain confidential information
- Advanced knowledge of MS Office and Excel

Location

Oakville and Downtown Toronto

Remuneration & Benefits

Competitive salary plus bonus based on personal and corporate performance.
Comprehensive benefits plan.

Application for consideration

Please send your resume and covering letter outlining your interest in this role to:
internalopportunities@knightsbridge.ca

