

# Controller

## Mississauga, ON | Reporting to: Vice President Finance

**POSITION OVERVIEW** As a Controller, you are responsible for the financial reporting and accounting activities of a growing brokerage. Jones DesLauriers (JD), part of Navacord, is a Canadian-owned brokerage, which consists of several insurance broker partners spanning across multiple provinces. Reporting into the Vice President, Finance you will be supporting Finance on key strategic priorities in order to meet the financial objectives. The Controller will be responsible for providing the company with effective and timely financial management and analysis. This includes supporting Finance on key strategic priorities such as modernizing and automating processes.

### RESPONSIBILITIES

- Responsible for implementing strategy, budgeting and financial and regulatory reporting as well as the overall management and day-to-day operations of the business in accordance with company policies and procedures
- Regularly offer the VP of Finance and additional key stakeholders with advice and perspective on how the company can meet or exceed its' financial goals
- Leadership responsibilities to oversee, coach and mentor CPA student members of the Finance Team

#### Financial Reporting:

- Ensure effective controls are in place for data integrity
- RIBO reporting semi-annually; including monthly monitoring
- Oversee and manage month end close and process journal entries
- Internal management reporting monthly
- Income Statement analysis to prior year, budget and forecast
- Balance Sheet account schedules and analysis
- Accounts receivable aging weekly
- Monitor selling expense budgets by producer
- Profit center analysis by location
- Coordination with accounting staff and external auditors for year end audits

#### Financial Planning:

- Annual financial plan coordination and preparation
- Bottom up approach with input from sales, marketing, IT and management
- Quarterly forecasts as changes occur during the year

### RESPONSIBILITIES CONT'D

#### Cash Management:

- Monitor RIBO trust position to ensure in compliance at each month end
- Transfer funds between companies to ensure required cash and compliance requirements are met
- Accounts payable payment planning
- Accounts receivable collection monitoring

### REQUIREMENTS

- Business/Commerce/Administration degree/diploma preferred
- Minimum of 7 years of Accounting experience required
- Experience with Financial Analysis and reporting preferred
- Accounting designation (CPA, CA, CMA, CGA) in good standing
- Background in P&C insurance and experience within the brokerage segment of the insurance industry would be a definite asset
- Strong Computer/MS Office Skills: Excel, Outlook, Word, PowerPoint.
- Exhibits professional leadership style and takes initiative
- Strong analytical, numerical and reasoning abilities

Navacord is actively committed to support diversity, equity, and inclusion. We serve and recognize and respect human differences and similarities. We value the diversity of people and actively encourage women, indigenous peoples, members of visible minorities, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ2+) persons to apply. We are committed to providing accommodation upon request for applicants and employees with disabilities. If you require accommodation, we will work with you to meet your needs.