



Date: January 8th, 2019

Position: Controller

Reports to: President

Location: Brewery offices located at 3991 King Street, Beamsville, Ontario

Member of Operating Committee: President, CFO, Head of Sales and Marketing, Head of Operations, Brewmaster, Head Brewer.

Description: The controller position is responsible for the accounting operations of the company. This includes the production of monthly financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles. In addition, the controller will oversee all accounts payable and receivable items for the company.

Principle responsibilities:

Management

- Maintain a documented system of accounting policies and procedures
- Manage and coordinating outsourced functions
 - Payroll
 - Tax filing
 - Bookkeeping
 - Data entry

Transactions

- Ensure that accounts payable are paid in a timely manner
- Ensure that all reasonable discounts are taken on accounts payable
- Ensure that accounts receivables are collected promptly
- Process payroll in a timely manner
- Ensure that periodic bank reconciliations are completed
- Ensure that required debt payments are made on a timely basis
- Maintain the chart of accounts
- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions



Reporting

- Issue timely and complete financial statements and as required by President
- Coordinate the preparation of the corporate annual report
- Recommend benchmarks against which to measure the performance of company operations
- Calculate and issue financial and operating metrics
- Coordinate the production of the annual budget and forecasts with CFO
- Assist CFO in costing & gross margin analysis
- Calculate variances from budget and report significant issues to management
- Provide for a system of management cost reports

Compliance

- Coordinate the provision of information to external auditors for the annual audit
- Monitor debt levels and compliance with debt covenants
- Comply with local, provincial & federal government reporting requirements and tax filings

Bookkeeping

- Daily bookkeeping & monthly journal entries will be required in the early stages of this role
- Coordinating and executing monthly reconciliation for major balance sheet accounts (inventory, accounts receivables, accounts payables)
- Tag and monitor fixed assets
- Pay supplier invoices in a timely manner
- Collect sales taxes from customers and remit to the government
- Conduct monthly reconciliation of every bank account
- Assemble information for external auditors for annual audit
- Work closely with Operations Manager in inventory management, inventory counts, and reconciliation

Desired Qualifications: The controller candidate should have a Bachelor's degree in accounting or business administration, or equivalent business experience for a major company. Preference will be given to candidates with Certified Public Accountant or Certified Management Accountant designations.

Compensation: Competitive salary with excellent benefits.