



Fire Safety Solutions Canada Ltd. is looking for candidates to perform the following duties:

Financial Controller:

Location: Onsite - 30 Macintosh, Unit #1, Concord ON, L4K 4P1

Financial Controller Mission:

The financial controller is the key to fulfilling the promises we make to our clients. The company's financial performance relies on the proper execution of the responsibilities of this role.

The Financial Controller oversees:

- Cashflow
- Payroll
- Accounts Receivable
- Accounts Payable
- Preparation and Review of Financial Reports
- Company and Client Records

DELIVERABLES: Accountabilities

Deliverable 1 - Payables

1. Ensure payroll is submitted weekly. This requires the collection of payroll data from all FSS employees, verification of timesheet accuracy, verification of expense request accuracy, payroll remittance calculation, payroll data entry into QuickBooks, and processing of payroll through QuickBooks and FSS's online banking system.
2. Review received vendor invoices in excess of \$5,000.00 with the Operations Team within 5 days of receipt to ensure accuracy.
3. Submit payment for vendor invoices through credit card wherever possible. Achieve 95% of vendor payments via credit card.
4. Review received subcontractor invoices with the Operations Supervisors in charge of the project within 5 days of receipt to ensure accuracy. (WIP meeting can be used for this process)
5. Reconcile business credit card statements with invoices received from vendors, subcontractors, and/or other purchase receipts to ensure accuracy WEEKLY with the Bookkeeping firm.
6. Submit payment for business credit cards by the due date each month.
7. Review statements issued by Pension Plan, unemployment, and Government Tax Statements (HST), (WSIB), and Calow Benefits to ensure accuracy.
8. Submit payment for the remittances listed above within the required time frame.

Deliverable 2 - Keep Accounts Receivables to a Maximum of \$1MM OR 12% of Total Revenue

1. Reconcile deposit slips with QuickBooks and business bank account using FSS's online banking system to ensure accuracy.
2. Complete all invoicing weekly based on project progression by 3:00 pm each Thursday using QuickBooks and Smart Service.
3. Collect all Accounts Receivables within 45 days of invoices being sent.
4. Ensure all tenant renovation projects are paid in full prior to issuing documentation to contractors. Ensure that all new construction (FA construction) is paid within 30 days of project completion.
5. Track outstanding Accounts Receivable amounts weekly.
6. Contact customers with outstanding Accounts Receivable amounts biweekly (or as otherwise instructed by the Owner).



Deliverable 3 - Weekly Updates to all Administrative and Financial Tracking Systems

1. Update all financial data in FSS MBP by the first Thursday of the month.
2. Issue job cost statements and labor cost records weekly in preparation for the Project.
Review Meetings between each FSS Operations Supervisors and the Owner.
3. Complete all monthly financial statements by the deadline of the second Thursday of the following month.
4. Scan and electronically file all vendor invoices, subcontractor invoices, government-issued statements, and third-party association-issued statements as per FSS protocol.
5. Electronically file all receipts, timesheets, and business credit card statements as per FSS protocol.
6. Ensure FSS's CRM is properly linked with accounting and that required updates are being completed.

Deliverable 4 - Maintain FSS's Cash Flow Plan

1. Monitor business bank accounts daily.
2. Notify the Owner if the business bank account balance drops below the designated minimum.
3. Update Cash Flow Plan in FSS's MBP at the end of each week and month.
4. Notify the Owner if the cash-out amount is beyond what was forecasted for the month.

REPORTING:

- Report directly to the Owner.
- Attend weekly GSR meetings on time with prep completed prior to the meeting
- Maintain and update accurate data for all previously listed responsibilities as per individual submission deadlines.

SKILL SET & EXPERIENCE NEEDED:

- Minimum three (5) years experience in a financial management capacity
- History of working in a construction company office environment (considered a strong asset)
- Experience in a trade environment is an asset
- Natural aptitude for financial data and review
- Bachelor's Degree or Business Diploma in Accounting.
- Experience with accounting software tools and current technology.

ROP: \$90k-120k/year plus bonuses and a company vehicle

Note: We highly encourage applications from people with disabilities.