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Job Title: Division Controller

OBJECTIVE:

Division risk management responsibilities including financial, safety, legal, employees, information technology, and overall business performance. The Divisional Controller is responsible for the effectiveness of internal controls and compliance with current IFRS and Bill 198/Sarbanes-Oxley.

PRIMARY OBJECTIVES:

- Employee Development – Facilitate Individual Development Plans for each direct report and the reports of the Assembly Group leadership with a minimum of 12 documented interactions with report per Fiscal Year.
- Value Driver Performance - Achieve Approved Fiscal Plan (Bookings, Revenue, EBIT, Cash, OTD, FPY, Turnover, Internal Fill)
- ATS Business Model Performance – Achieve Approved Goal Deployment Fiscal Plan
- Executive Leadership Team – Accountable to primary team in all commitments via extreme ownership
- 100% Governance & Compliance
 - o Corporate Policies
 - o Health and Safety Policies
 - o ISO Procedures
- Other duties as assigned.

TRAVEL: 5% - 10% (Domestic and International)



**Compensation:
\$150,000
to \$165,000**



PRIMARY RESPONSIBILITIES:

Internal control, policies and procedures

- Plan, organize, direct and control, through subordinates, the financial reporting, accounting and general financial affairs of the division.
- Maintenance of the accounting records in a timely, accurate and complete manner.
- Develop and train Financial Staff to ensure that policies and procedures are adhered to in a consistent manner within the division, and that the financial reporting standards are applied consistently. Regularly review policies and procedures with other Divisional Controllers and senior financial staff, to develop an ATS best practice approach for the financial management of the company.
- Review and assess areas of business risk within the division, and, working with the GM, develop policies to minimize or eliminate that risk where possible.
- Ensure the safeguarding of company assets.
- Implement and sustain Proactive and Predictive control systems, reporting systems, and audit systems.

Financial reporting and accounting

- Lead month end activities including performance of some month end tasks. Deliver financial statement on time.
- Review divisional operational results. Interpret and communicate financial results through the use of the standard financial reporting package, as distributed by the Corporate Finance department, in accordance with the schedule provided. Ensure that divisional financial results are explained completely and accurately, with variances explained and areas of risk identified.
- Responsible for ensuring that the Division financial reporting is in accordance with current IFRS regulations.
- Responsible for preparing audit working papers on a quarterly basis, ensuring that all accounts are reconciled.
- Develop and/or prepare specific financial analysis as assigned by the Vice President, Finance, Corporate Finance, or Division General Manager for the effective management of the division and interpretation of results.
- Coordinate the filing of all necessary government reports and returns.
- Liaison with professional advisors on legal, audit and accounting matters as required.
- Coordinate the preparation of year-end audit files.
- Maintain, Train, and Improve upon existing ISO standards and systems.
- Other duties as assigned.



PRIMARY RESPONSIBILITIES:

Operational support

- Prepare divisional annual budgets, forecasts and long-term plans as required. Identify areas of risk within business plans. Prepare an Executive summary of the business plan for the division for the Executive Team. Work with Executive Team to develop strategic plans for the division.
- Work with the GM to develop and implement a performance measurement system for the division, including implementation of the ATS Scorecard at the division.
- Work with Corporate Finance Staff to arrange financing for division operations as required, including bank financing and government assistance, where appropriate.
- Negotiate with customers and vendors on contracts as required and assist other employees with same.
- Working with advisors, manage the property taxes for all real estate, including preparing appeals, reviewing valuations, etc.
- Participate as an active member of the Division's ISO Quality Steering Committee, as well as other divisional committees as required.
- Oversee department rates, budgets, planning, CapEX, and timely actual reporting is provided to department managers for effective decision making by department managers.

• **QUALIFICATIONS:**

Education:

- A post-secondary diploma or degree specializing in accounting, finance or equivalent.
- A professional financial designation such as CPA, CMA or CGA is required.

Experience:

- A minimum of five years' experience in a manufacturing, financial and cost accounting environment, preferably in international financial markets.
- Will consider a junior Controller, or someone in a Controllershship role for approx. two years.
- We will also consider a Manager of Accounting, with strong Financial Analysis, who is ready for upward mobility to become a Controller.
- Individual must have an ability to communicate efficiently and effectively with people at all levels of the organization, both verbally and in written form.
- In addition, an ability to work with minimal supervision and guidance in a team-oriented work environment is mandatory.
- Strong analytical, financial and accounting skills as well as an ability to significantly contribute to the management of the division are keys.



Position Location:

Irvine, CA

Telephone:

866-451-4405

Website:

www.martins-ig.com