

SUZUKI CANADA INC. JOB DESCRIPTION	
Location : Barrie, Ontario	Department : FIN - 85
Job Title : Controller, Finance	
Reports to : Vice President, Finance & Operations	
Date : August 2019	

OVERVIEW:

The Controller, Finance, organizes, co-ordinates and manages the activities of the corporate financial and accounting functions. This role ensures that adequate procedures, methods and processes are established for optimal effectiveness.

ORGANIZATIONAL STRUCTURE:

The position reports directly to the Vice President, Finance & Operations and will have daily interactions with various department managers and Japanese expatriates located at the Canadian head office.

This position will update the President regarding corporate tax implications and matters directly related to the communication and month end requirements for Suzuki Motor Corporation (SMC).

This position has 3 direct reports:

- Financial Analyst - Management
- Financial Analyst - Accounting
- Accounts Payable Coordinator

NATURE AND SCOPE:

The Controller, Finance, oversees the development and implementation of accounting systems to provide adequate control over company assets, income, inventory and liabilities.

This position ensures that the President, the Vice President, Finance & Operations and other relevant management team members are informed of the company's current financial position.

Communicates and acts as the company's main contact with internal and external auditors, banks, government officials, and financial consultants.

SPECIFIC ACCOUNTABILITIES (not listed in priority):

- Provides meaningful and timely financial reports to senior management.
- Develops budget strategy and manages the annual preparation and periodic forecasts.
- Produces cost proposals including "what if" scenarios.
- Maintains up to date unit costing database detailing the standard margins on all products.
- Investigates gross margin variances, and provides general business explanations.

- Prepares and analyzes reports and financial statements displaying profitability.
- Prepares income and balance sheet statements, consolidated statements and financial statement to parent company in Japanese prescribed form.
- Administers budgetary control of sales campaign, subsidized finance, advertising and dealer development expenses. Ensures this includes the analysis of commitments made against planned expenditure.
- Reports budget variances and provides exception reports to each division to ensure timely and appropriate action.
- Reviews company's corporate income tax position and ensures all necessary measures are taken to minimize corporate income tax.
- Develops appropriate tax strategies in critical areas such as transfer pricing.
- Reviews Company Tax Returns and ensures returns are completed and installments made as set out by auditors.
- Assumes responsibility for treasury functions such as banking arrangements, investment, cash management, annual reports and government returns.
- Ensures all intercompany accounts are reconciled and remittances made.
- Responsible for fixed asset accounting and depreciation.
- Monitors the influence of external factors such as interest and currency rates on the business.
- Assists in the design, modification, installation and/or maintenance of accounting systems to provide records of assets, liabilities and financial transactions. This involves responsibility for the company Accounting software module.
- Recommends and implements improvements to the company's procedures for controlling expenditures.

EXPERIENCE, COMPETENCIES AND SKILL

- CPA designation required
- Minimum 5 years' experience in either Financial or Management Accounting plus 1 year in a management role.
- Proficiency in MS Office applications, advanced capability in Excel, and working knowledge of JD Edwards system is an asset
- Strong Interpersonal, communication and presentation skills.
- Organized – able to meet deadlines.
- Self motivated with demonstrated ability to organize the department activities pro-actively
- Demonstrated ability in monitoring and coaching performance of direct reports
- Able to solve complex problems independently