



Arctic Co-operatives Limited

[Statement on the Co-operative Identity and Seven Principles](#)

Career Opportunity

Title	Assistant Manager, Financial Reporting
Department/Division	Corporate Accounting/Finance
Location	Home Office - 1645 Inkster Blvd, Winnipeg
Other	14-month term position with possible extension of up to 3 months – maternity leave. Anticipated start date is mid-July 2018

Benefits of working at Arctic Co-ops include:

- a competitive salary,
- annual vacation (accrue 3 weeks of paid vacation time in first year),
- employer-matched pension plan,
- comprehensive group benefits plan,
- career development opportunities,
- annual performance plans,
- and an environment where employees are encouraged, supported and recognized.



Position Summary

As a lead role to the Corporate Accounting – Financial Reporting service team, this position will assist the Department Manager in providing leadership and expertise in the development and execution of the financial management and reporting strategies needed to support the business needs and goals. Assist with the preparation and analysis of financial statements.

Duties and Responsibilities

- Supervise and coordinate day-to-day activities of Corporate Accounting department team leading to the production of monthly financial statements of Arctic Co-operatives Limited and subsidiaries in accordance with Generally Accepted Accounting Principles.
- Assist with the financial planning process.
- Analyze actual financial results against plan.
- Assist in the review and analysis of business opportunities.
- Assist with the development and implementation of integrating the IT Accounting Systems that lead to efficiency in workflow through the elimination of manual processes.
- Assist in mapping out the skills matrix for the development of the Corporate Accounting Team.
- Provides technical advice and guidance to the Corporate Accounting service team.
- Provide assistance and support for the following areas:

- Preparation of monthly financial statements;
- Preparation of year-end financial statements with supporting working papers and backups ready for review by external auditors;
- Assists outside auditors during the audit;
- Cross-training and back up of staff;
- Financial reporting to the Board of Arctic Co-operatives Limited;
- Design, develop and implement required financial reporting formats ;
- Manage the master chart of accounts;
- Review, develop and implement internal control procedures that would safeguard the assets of the federations and its subsidiaries;
- Monitor and maximize the cash efficiencies of the business units;
- Maximize the use of technology in financial reporting;
- Assist in the development of management reports
- Provide mentorship and backup to the Corporate Accounting positions.
- Other duties and responsibilities as assigned.

Qualifications

- Professional accounting designation;
- Minimum 5 years experience in accounting and financial analysis;
- Proficient in preparing year-end working papers and financial statements;
- Exposure to integrated Point of Sale system would be an asset;
- Leadership and supervisory skills;
- Experience with mentoring and training of staff would be an asset;
- Strong organizational and administrative skills;
- Excellent communication skills, both verbal and written;
- Proficient in the use of computer software, with a focus on spreadsheets – MS Office preferred;
- Proven commitment to personal growth and development;
- Ability to work independently, as well as a member of a team;
- Proven ability to work in a cross-cultural setting.

We'd love for you to join us!

Applications accepted via email to [Human Resources](#) or by fax 204-632-8575

For more information you can visit [our website](#)

or find us on social media (click on icon)



