

Controller

Job Details

Last Updated: May 28th,2010

Manager: General Manager

Job Description

Longtail Studios Quebec is looking for a controller to join its new team. The ideal candidate is someone who will be passionate about implementing infrastructure for all areas of finance including financial statements, managing local accounting processes and payroll, completing local audits, income tax as well as reporting to the head office in New York. The main responsibilities will be:

Accounting

- Implementing the Accounting System
- Process accounts payable transactions and maintain vendor relationships
- Process payroll and prepare payroll and payroll tax entries
- File for payroll subsidy reimbursements
- Maintain fixed asset accounting
- Prepare journal entries and reconcile general ledger
- Prepare monthly financial statements
- Work with external accounting firm for year-end tax filing
- Work with external accounting firm for year-end financial statement review report

Finance

- Monitor cash balance for sufficient funds
 - Maximize efficient use of interest-bearing savings account
 - Reconcile monthly bank statements
 - Prepare monthly Cash Flow Forecast Report
 - Prepare for and ensure compliance with all financial audits and subsidiary credit claims
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Requirements

- Diploma in finance or accountancy
 - 3 years or more of experience in accountancy/cost control, cashflow management and payroll process
 - Excellent knowledge of Microsoft Excel
 - Knowledge of ACCPAC, a plus
 - Bilingual (French and English)
 - Able to work under pressure
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Social benefits and work conditions

- Competitive basic wage rate
- Collective benefit plan including full family coverage for medical, dental and optometric care
- Flexible vacation and statutory holidays
- One week paid vacation between Christmas and New Year's
- The position is 40 hours a week - Monday through Friday, on site.

Please submit the following directly to: emplois@longtailstudios.com

- Cover letter
- Current CV / Resume
- Please reference the job title **Controller-Quebec** in the subject line of your email.