

Assistant Controller – Job Posting

Collectivfide continues to grow its presence in the insurance landscape in Canada since its inception in 2019.

We currently have an exciting opportunity with our growing company for an **Assistant Controller**. You will have your regular duties as a full-time permanent Assistant Controller with one direct report (Finance & Payroll Analyst). Our Controller will be going on mat leave later this year so you will also have the opportunity to learn from her and take on some interim duties of her role while she is away. It's a great way to try some new skills to grow your financial career.

This role is hybrid so you can work mostly from home and come into our recently-renovated Cambridge office for collaboration days with the team. Or if you prefer, you can work in the office as much as you want! We have an onsite gym and some pretty good coffee!

Do you want to make Collectivfide your new career home? Then keep reading.

The Role

This role reports to the Controller and has accountability for the key aspects of the accounting and finance function at Collectivfide. This role serves as a subject matter expert for the finance area and will be a management representative when the Controller is on mat leave.

Direct Report: Finance & Payroll Analyst

So What Will You Spend Your Days Doing?

- Ownership for accurate and timely completion of all tasks associated with the completion of monthly/quarterly/ year-end close and annual financial statements, audit, and year-end process.
- Work with your team on the preparation of the budget and financial modelling.
- Responsible for cash flow management and projections.
- Review the calculations for the quarterly broker service management fee and dividends and annual Contingent Profit commissions.
- Prepare materials for Board meetings, support completion of the Annual Report, and assist with AGM preparations.
- Conduct variance analysis for budget to actual and budget to forecast comparisons and financial modelling updates, incorporating historical results and future assumptions.
- Follow up on financial and operational post-acquisition integration tasks for newly acquired brokerages.
- Find financial synergies within the brokerage network.
- Review year-end valuation and distribute valuation letters to shareholders.
- Work closely with Collectivfide's financial institution regarding banking requirements, line of credit, credit cards, acquisition line for Collectivfide network.
- Oversee related party loan issuance, accounts receivables, and payments.
- Provide approvals for payments, cheque signing authority.

- Provide financial input and expertise on strategic and ad-hoc projects.
- Work with the Data Analyst to provide requirements and business rules for the creation and ongoing monitoring and reporting of key performance indicators.
- Perform all aspects of performance management for direct reports (hiring, coaching, performance management, etc.)

Qualifications

- CPA designation or actively working towards it.
- Degree in Business, Finance, Accounting or equivalent
- 3+ years previous experience in a Finance role (e.g., Assistant Controller, Senior Financial Analyst, Financial Analyst, Accountant)
- Extremely strong Excel skills (E.g., Pivot Tables, Vlookup, etc.)
- Detail oriented with the ability to meet deadlines and multi-task in a fast-paced environment.
- Prior experience with M&A is an asset
- Ability to work under tight quarter end and year end timeframes.

If due to a disability you require accommodation or accessible format and communication support, please submit your request in writing and together, with your Leader and Human Resources we will work together to develop an accommodation plan.

Please submit your resumes to jobs@collectivfide.com