



RESPONSIBLE, ADMINISTRATION & FINANCE (ALEXANDRIA, ONT)

Lanthier Bakery is one of the largest independent commercial bakeries in Eastern Canada. We shine thanks to the dynamic involvement of more than 350 employees in our factories in Baie d'Urfé (Quebec) and Alexandria (Ontario).

Being in strong growth, we are looking to fill the position of Responsible, administration and finance. This position is based in Alexandria, Ontario.

RESPONSABILITIES

In collaboration with the General Director, the incumbent will produce and supervise the company's financial information, ensures the application of accounting standards and guarantees the reliability of accounting data in the information system. In addition, he is responsible for the billing, accounts payable and accounts receivable department.

- **General accounting:** supervises the codification, the entry of accounting entries, ensures their traceability and dematerialized classification, checks the consistency of accounting entries.

- **Accounts payable:** supervises the general and analytical coding of invoices, targets deadlines and controls payment campaigns, controls the processing of disputes.

- **Accounts receivable:** controls the entry of receipts, ensures the proper functioning of the pre-reminder system and customer reminders, supports the accounting assistants in monitoring customer accounts, controls the clearance of customer accounts, prepares and leads the weekly customer risk meeting, distributes the aging balance and informs of the progress of disputes.

- **Cash management:** supervises the processing of bank reconciliations, anticipates supplier and investment payments as well as tax and social security deadlines, prepares arbitrations and cash investments, controls daily intra-group operations. Enters the entries and provisions for financial commitments.

- **Monthly reporting:** oversees inventory entries, end-of-period provisions and consistency of direct costs.

- **Closing of annual accounts:** justifies the main closing restatements of the accounts, participates in the preparation of tax returns by following the directives of management.

- **Managerial aspect:** Supervise 5 employees. Organize and distribute the tasks of specialized employees in their respective fields: accounting and finance, sales administration (invoicing)

- **Continuous improvement:** ensure legal, tax and regulatory compliance of all processes; coordinate cross-functional projects: formalization of good practices, updating of the accounting framework, contributing to the improvement of the IT tool.

QUALIFICATIONS/COMPETENCIES REQUIRED

- Bachelor's degree in finance or accounting sciences
- Minimum 5 years of experience in a similar role
- CPA-Ontario designation is considered an asset
- In-depth knowledge of general and analytical accounting, taxation, budget management, financial and accounting management, legal and regulatory
- Skills in preparing tax and social declarations, carrying out and supervising accounting management, monitoring cash flow
- Excellent command of French and English (spoken and written)
- Presence at work at our Alexandria plant 5 days/week

WHAT WE OFFER:

- Permanent full-time job (40 hrs/week at our Alexandria plant) in a growing dynamic organization
- Dental Insurance, Disability Insurance, Supplementary Insurance, Life Insurance
- Vacation and Compensatory Leave
- Employee Assistance Program
- Group RRSP
- On-site parking
- Casual dress code
- Air-conditioned plant

Interested in becoming part of our team? Contact Ginny Séguin, CHRP, Sr Talent Acquisition Specialist via email at gseguin@lanthierbakery.com.

Thank you for your interest in submitting your application. Please note that we will only communicate with shortlisted candidates.

The use of the masculine gender has been used in order to facilitate reading and has no intention of discrimination.