

Kontron Canada Systems Inc. is a fast-growing electronic contract manufacturing company meeting the demands of the high-tech original equipment manufacturing industry. We are actively looking to fill the following position, temporarily, 6-month contract: **Assistant Controller**

Reporting to the Controller, the successful candidate will support various department managers by being their financial partner in their respective business units while assisting the Controller with the day to day operations of a contract electronic manufacturing organization.

RESPONSIBILITIES:

- Support managers by being their financial partner in their business strategies;
For example:
 - Coordinate the budget with the Finance team and the business partner;
 - Coordinate the monthly revision of the projections and update the relevant Excel files;
 - Analyze budget differences and understand changes;
 - Participate in the development of controls and the improvement of new accounting practices, processes and procedures;
 - Establish Key Performance Indicators (KPIs);
 - Support managers in the preparation of financial presentations during projects;
- Be able to calculate the cost price of products:
 - Analyze the valuation of inventories to ensure its accuracy and compliance with accounting standards;
 - Analyze direct and indirect costs to ensure the full cost of inventories;
 - Analyze changes in product costs and understand their evolution in order to help managers make the right decisions, both in terms of establishing the price list and evaluation of a future project;
- Maintain and improve the accounting dashboard;
- Prepare end-of-period analysis and support the Controller in the end-of-period process;
- Participate in the year-end filing;
- Participate in the development of procedures;
- Become the back-up of the senior analyst

QUALIFICATIONS

- **Education:** Bachelor's degree in administration, Major in accounting, member of a Professional accounting association not required;
- **Knowledge:** Extensive knowledge of Excel;
- **Assets:** Knowledge of SAP and knowledge of IFRS;
- **Experience:** Ideally about 5 years of experience in similar positions for companies in the manufacturing field and project management;
- **Profile:** Team player, motivated by the respect of deadlines and work quality, positive attitude towards changes brought upon by the company's rapid growth, capable of working under pressure and able to have a flexible schedule
- **Languages:** English, both written and spoken is a must. Bilingualism will be considered an asset due to various multidisciplinary tasks including communications and financial reports with the corporate and sister companies in the Kontron group.

Interested candidates should forward both cover letter and resume to:

Paula Fontaine, CHRP
Director of Human Resources
paula.fontaine@kontron.com

We are an equal opportunity employer. We thank all applicants for their interest, but only those under consideration will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, Kontron is pleased to accommodate individual needs of applicants with disabilities within the recruitment and selection process. Please call 613-937-4462 or email receptionist@katek-group.com if you require an accommodation to ensure your equal participation in the recruitment and selection process.