



JOB DESCRIPTION

The Employer

A. Farber & Partners Inc. is a well-established professional practice that provides solutions for money problems. Our services include acting as Trustee in Bankruptcy and as Administrator of Consumer Proposals for individuals' estates.

Visit our website at www.afarber.com for more detailed information.

The Division

Due to significant growth in our business, the Small Business Practice has created a new opportunity for an experienced **Controller / Facilities Manager** to join the team at our North York office.

The Position

As a key member of the Finance Team & reporting to our CFO, responsibilities will include, but not be limited to:

- Preparing various financial reports, including year-end financial statement packages
- Assisting in the preparation, development and review of the annual budget process
- Assisting with the development and maintenance of a "financial dashboard"
- Assisting with cash-flow projections
- Maintaining a fixed asset inventory system
- Monitoring time entry & revenue recognition, including development and implementation of controls

In addition, this position is responsible for directing, organizing and overseeing a variety of facilities projects, including lease negotiations, planning for future space requirements, and liaising with all appropriate professionals and contractors.

Successful candidates will possess:

- BBA or BCOM degree, with an emphasis in accounting and a CGA or CMA certification

- 5 years relevant experience in a mid-size company, in the areas of accounting, finance and budgeting, including knowledge of GAAP
- 3-5 years experience in facilities management
- Proven ability to analyze financial data and prepare financial reports, statements and projections
- Working knowledge of automated financial and accounting reporting systems
- P.C. proficiency and strong knowledge of Excel, Word and Access is required
- Knowledge of TaxPrep T1 and T2 and Crystal Reports is an asset
- Working knowledge of Time & Billing Software (ProSystem FX Practice Management) is an asset
- Professional written communication ability, along with strong verbal & interpersonal skills required
- Excellent organizational skills, with an ability to prioritize and multi-task, in a fast-paced environment
- Previous experience working in an insolvency/bankruptcy company is a definite asset

Qualified candidates should email their resume to Tessa Rubenstein at trubenstein@afarber.com.

We thank all candidates in advance for their application, however, only those candidates selected for an interview will be contacted.