



## **ASSISTANT CONTROLLER**

Reporting to the Controller, the Assistant Controller position is located at the Corporate Office in Niverville, MB. The successful applicant will possess excellent written and verbal communication skills, combined with a thorough knowledge of general accounting principles and internal audits, excellent analytical and problem-solving skills, and be able to implement change working independently and as part of a highly productive team.

## **KEY RESPONSIBILITIES**

- ◆ Preparation of tax returns, tax working papers and tax entries
- ◆ Preparation of the AgriStability and other government funding program submissions and reporting requirements.
- ◆ Ensure compliance with all statutory and government funding regulations
- ◆ Lead, advise and coordinate the planning and preparation of the annual audit in joint communication with the Controller and the Manager, Financial Reporting
- ◆ Audit current internal controls and procedures, and recommend changes to current internal controls and procedures due to changes in:
  - Corporation structure
  - Corporate reporting responsibilities
  - Streamlining of operations
  - Control structure and assignments of responsibilities
- ◆ Lead the budgeting cycle through close collaboration with the CFO, Controller and Finance Systems Team.
- ◆ Assist controller in financial analysis as required.

## **QUALIFICATIONS REQUIRED:**

- ◆ The Candidate should have a professional designation, with preference given to a CA with public practice experience.
- ◆ Minimum of 3 - 5 years related work experience
- ◆ Experience with government support programs will be considered an asset
- ◆ Agricultural experience will be considered an asset, but not required.

Interested individuals are asked to forward a resume by Friday August 6, 2010 to:

Director, Human Resources  
The Puratone Corporation  
Box 460  
Niverville, MB ROA 1E0  
Fax # 1-204-388-0030  
[careers@puratone.com](mailto:careers@puratone.com)