



Controller Position – Masdel Inc

Position description:

- All financial reporting for internal and external users, preparations of monthly workbook and reports, year end files;
- Manage staff of 4FT handling admin functions such as: customer service & order processing; payables; payroll; commissions; collections;
- Import control: traffic; product reception and costing – communication with freight forwarders;
- Credit monitoring (mostly pharmacies of large chains but small qty of accounts to manage);
- Chains – ensuring customer deductions are processed and investigated (rebates and other deductions);
- Working with auditors;
- Ad hoc analysis and reporting;
- Computer system – currently using Acomba for finance and operations but installing new ERP system for operations (excluding payables and financial reporting);
- Treasury – monitoring accounts and FX, purchasing forward contracts;
- Banks – liaison and reporting; processing wire payments;
- Financial projections – assistance in preparation;
- Work with all departments (sales; purchasing; operations);
- Process improvement;
- Responsible for Human Resources.

Requirements:

- Previous experience in importer and distributor of consumer goods to large retailers – must;
- Experience in manufacturer helpful;
- Strong computer skills including excel (pivot; vlookup)
- 5 years in industry in similar role reporting to GM or President;
- French & English – 7/10 each or better
- Ability to supervise other people
- Experience working with major customers