

Assistant Controller

Temple Lifestyle / TM Fashion

Montreal, QC

WE ARE TEMPLE LIFESTYLE - We develop, market and sell leading products in the All-Natural and Organic CPG Industry. We're lifestyle leaders with a simple mission: to bring healthy products to health-conscious people, all while preserving the health of our planet. At Temple, the words "healthy" and "delicious" exist in harmony—our young team of innovators and hustlers take pride in bringing only the best "better-for-you" snacks and beverages to the marketplace

OUR PURPOSE - Inspiring a healthy lifestyle.

Our 3P Promise - A commitment to healthy products, people and the planet

WE ARE TM FASHION - We are a leader in fashion distribution and represent some of the fastest growing and most commercially successful fashion brands from all over the world. TM Fashion holds a unique portfolio of notable brands that benefit from a well-established, efficient infrastructure for distribution and sales. It is a uniquely valuable first point of contact for new labels and foreign designers wishing to break into the North American market.

WE WANT YOU IF...

You work with a high level of precision in everything that you do and pay much attention to details. Your work environment is organized and structured. You are a self-motivated team player who isn't afraid to hold yourself accountable and be creative when solving dilemmas. You are known to be very reliable and team members can turn to you for support and coaching.

DO YOU SHARE OUR COMPANY VALUES?

- **Life Enthusiast** – Dedicate time to better yourself personally and professionally
- **Get Shit Done** – Bring your "A" game
- **Hungry For Success** – Strong determination to succeed
- **All Hands On Deck** – provide and seek support from your team members
- **The Golden Rule** – Treat everyone with respect and contribute positive energy to the workspace

WHAT WILL YOU DO?

You will apply your expertise in all accounting tasks. Manage, coach, and support those within your department and the company. Work with a team of people who are encouraging, persevering, and always remember to laugh! You will join a company that is growing rapidly and play an important role to continue pulling the company forward. The industry is changing and evolving everyday and it is important we as a company continue to do so ourselves. You will report directly to the VP of Finance.

ACCOUNTABILITIES

- Manage the month-end closing process
- Review and analyze monthly results
- Prepare departmental financial reports
- Manage the client deductions accounting and process
- Conduct periodic reconciliations of accounts to ensure their accuracy
- Oversee accounts receivable and collection processes
- Manage the accounts payable, credit card and related payment processes
- Prepare bank reconciliations
- Prepare sales tax reporting
- Monitor bank balance/cash flows and prepare reporting to bank
- Prepare payroll through Ceridian and manage employee benefits plan
- Bookkeeping for holding companies within the group
- Oversee the application of accounting principles, practices and procedures and monitor internal financial controls
- Maintain a documented system of accounting policies and procedures
- Support annual budget preparation and operational planning
- Supervision of accounting clerk

QUALIFICATIONS

- Bachelor of Commerce and accounting designation
- 3+ years experience
- Small-medium sized company experience
- Bilingual (French and English)
- Experience in the consumer packaged goods industry, preferable
- Strong in Excel and general knowledge of computer programs, ERP systems and overall IT

If you are **#HungryForAdventure**, please send your resume to talent@templelifestyle.com