

Siskinds is one of Southwestern Ontario's leading law firms. We are a growing team of over 230 lawyers and support staff covering personal, business, personal injury and class action law and over 25 specialized practice areas. As one, we are focused on helping clients make the right legal choices, managing legal affairs, connecting the dots where needed and generally making life a little less complex by making the expertise clients need easier to access and use.

## **Controller – Full-time**

Siskinds is seeking a full time Controller to oversee the day to day management of the finance and accounting department. This position is located at our Head Office in London, Ontario.

### **Responsibilities:**

- Ensure that financial and operational controls are consistently applied, documented and tested;
- Ensure the timely and accurate preparation of legal financial statements and tax returns;
- Proactively identify, analyze, and discuss problems & issues;
- Provide support to the budget and forecasting processes;
- Supervise the preparation of monthly management reports to London head office and to each legal department as necessary;
- Review monthly, division, financial reports (including profit and loss, balance sheet, and project variance analysis) and provide analysis;
- Review the financial performance of projects (revenues and costs);
- Manage decisions that affect cash flow for the Firm;
- Compile and analyze other information, present results, and make recommendations based on findings;
- Collaborate with management to develop schedules, procedures and systems to enable the timely and informative accumulation, adjustment and reporting of financial data;
- Establish new accounting practices, methods and procedures and resolve highly complex or unusual issues and counsel the CFO on them;
- Oversee the finance/accounting team - provide coaching, leadership, and technical guidance, propose staffing solutions and training/development opportunities, performance management, etc.
- Liaise with Banking providers including signing authority updates, daily issues addressed, administration of online portal, review new banking offers;
- Identify and implement opportunities for automation, including imports for expenses and cash receipts;
- Review monthly financial accounting of all subsidiary companies;
- Liaise with auditors of the firm's financial statement audit and 2 subsidiary audits;
- Work with IT team to ensure proper maintenance and testing of all accounting systems;

**Requirements:**

- A professional accounting designation is required (CPA);
- A minimum of 6 to 8 years post-designation experience in accounting/finance;
- Supervisory and management experience and proven leadership skills;
- Able to respond to rapidly changing conditions while managing multiple priorities and challenges;
- Commitment to working in a team environment;
- Proven analytical abilities with a strong attention to detail;
- Effective interpersonal communication and organizational/planning skills;
- A track record of producing high-quality, on time financials and accounting deliverables;
- Advanced skills in Excel and general knowledge of accounting software packages;

We are a truly cohesive team, and as such, being a team player as well as having a strong technical ability and positive attitude will make you a top runner, and ideally our chosen candidate.

We offer a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits.

Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at [www.siskinds.com](http://www.siskinds.com)

**Please email your resume** quoting "Controller" and "your name" in the subject line, to [humanresources@siskinds.com](mailto:humanresources@siskinds.com) . Deadline for submissions is Tuesday, September 28 2021.

**Contact Information:**

Siskinds, London Head Office  
Attention: Human Resources, 680 Waterloo Street, P.O. Box 2520  
London Ontario  
N6A 3V8

Email: [humanresources@siskinds.com](mailto:humanresources@siskinds.com)