

## Job Description

Position Title: Assistant Controller

Reports to: CFO

Date: March 1, 2017

Department: Accounting

### General Purpose

Reporting to the chief financial officer (CFO), the Assistant Controller will be responsible for assisting in the oversight of accounting, reporting, and finance activities. The Assistant Controller will manage day-to-day financial services operations including monthly close, accounts payable, accounts receivable, and supervision of the financial services team members. This position will ensure that iN2L has the systems and procedures in place to support effective program implementation and conduct flawless audits. Work closely with all other departments, not only to educate them regarding accounting and finance procedures, but also to explore how the financial services function can support their operations.

### Essential Duties/Responsibilities

Compile and analyze monthly financial reporting packages  
Manage activities of the financial services department to ensure the accurate and timely processing of accounts payable, employee expense reports, cash control, and tax compliance and accounts receivable aging components including billings and cash receipts.  
Analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes.  
Assist leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.  
Maintain internal control and safeguards for receipt of revenue, costs, budgets and actual expenditures.  
Coordinate all audit activity.  
Manage organizational cash flow forecasting.  
Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.  
Respond to CFO as assigned with accurate and timely work.  
Participate in a wide variety of special projects and compile a variety of special reports.

### Job Qualifications

Experience in completing all tasks associated with a monthly closing process.  
Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting.  
Hands-on experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable and general ledger.  
Technology savvy with experience and advanced knowledge of accounting and reporting software.

Strong interpersonal and communication skills; experience in effectively communicating key data.  
Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers  
Bachelor's degree in accounting or finance.  
CPA certification preferred  
Ten years of hands-on accounting managerial experience

**Physical Activities:**

- Able to lift 25 pounds on a regular basis.

**Note:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.