



Internal Posting: Corporate Controller
Location: Richmond
Reports to: Chief Financial Officer
Start Date: 1/6/2017

The ***Corporate Controller*** oversees all facets of financial operations, including the monthly close cycle, in/external financial reporting, internal controls, and accounting policy development and implementation. Manages processes and systems to achieve an effective environment of financial controls to support the overall business. Designs, communicates, and manages financial reporting processes in multiple locations.

Team & Leadership

- Provide leadership and mentoring to the Finance team, ensuring ongoing development as well as effective and productive work toward organizational and individual goals.
- Establish and lead the “tone at the top” that stresses ethics, integrity, and good governance.
- Partner effectively across Pinnacle to maximize overall business performance. Interface with all members of the company’s leadership team and functional areas.
- Lead the team to understand the overall business and help the company achieve broader strategic business objectives.
- Provide overall financial leadership in support of the company’s goals, which includes supplying timely, forward-thinking insight and analysis.
- Provide leadership in change management throughout the company.
- Recruit, train and lead a team of high performing, engaged and passionate employees.
- Identify top talent and implement development plans to provide growth and career opportunities for the team.
- Lead with the Pinnacle Value of Owning Safety through all decisions and processes both in the corporate office and at our plants.

Financial Operations, Reporting & Tax

- Lead the finance team to prepare accurate, timely and reliable monthly, quarterly and annual financial statements and reports required by the company’s shareholders.
- Coordinate the preparation of all financial reporting for internal management purposes as directed by the CFO.
- Manage the preparation and distribution of quarterly and annual statutory reporting including IFRS consolidated financial statements and notes.
- Coordinate the in-house preparation of corporate and partnership tax returns for all entities.
- Ensure compliance with Canada Tax Act.
- Participate in the annual budget process and related monthly cost variance analysis.
- Work with the FP&A group to develop and maintain quarterly forecasting for all business units.
- Prepare and distribute quarterly reporting to the committees of the Board of Directors, including Audit & Disclosure.
- Ensure that all Pinnacle activities comply with corporate policies, IFRS/Tax laws and regulations and work with tax experts to recommend tax optimization strategies.



- Coordinate with external audit providers to ensure that the company meets audit and review requirements.
- Recommend accounting treatment for capital and construction projects.

Treasury Operations

- Ensure the company maintains an appropriate level of cash, and operates within boundaries of Credit Agreements; understand all current agreements & requirements.
- Work with the FP&A group to develop and maintain a cash flow forecast.
- Ensure the company's cash management practices are efficient, low cost, and reflect best practices internal controls.

Continuous Improvement & Projects

- Standardize and improve accounting and reporting systems and processes to achieve better financial control, compliance and reporting with a focus on information integration and efficiency.
- Participate in IT focused projects when required, providing a finance lens and involvement to ensure compliance.
- Oversee Prophix (Financial Reporting System) and MASS 90 (Accounting System) to ensure the integrity of financial data.
- Participate in the implementation process of new accounting system and lead change management activities for accounting team members and internal and external customers.
- Develop and lead initiatives to identify corporate cost saving opportunities.
- Assist in developing and maintaining best business practices for the organization.

Experience, Education, Qualifications, Skills & Abilities

- CPA (CA, CMA or CGA) with Big 4 Audit experience.
- 10 years of progressive accounting experience, including 5 years of controllership. Experience in Wood Products, Forestry or Manufacturing preferred.
- Experience with IPO readiness and execution is preferred.
- Excellent interpersonal, communication and organizational skills.
- Proven ability to develop, mentor and lead a team.
- Ability to meet deadlines and operate in an evolving, high-paced environment with changing demands and priorities.
- Record of accomplishment in challenging the status quo and implementing change.
- Demonstrated ability to work across functions and geographies – a strong background in a multi-unit organization is beneficial.
- Demonstrated ability to deal effectively with others in a diverse environment.
- Solid understanding of IFRS, Canada Tax Act and regulations.
- Proficient with personal computers and business applications.

Foundational Characteristics

- Demonstrated ability to deal effectively with others in a diverse environment
- Demonstrated ability to develop and attract top talent within the team.
- High intensity team player who thrives in a fast paced, dynamic environment



- Demonstrates a hands-on attitude and an attention to detail
- Constantly questioning the way things are done in a constructive manner and thrives on change that improves results
- Does not need all information to navigate effectively
- Listens and is open to feedback
- Ability to prioritize and manage multiple projects at one time
- Effective business systems thinker and a good understanding of business processes.
- Strong stakeholder management focus.

How to Apply:

Please submit your expression of interest by emailing your cover letter and resume to Erin Strong, Director of HR at erin.strong@pinnaclepellet.com

GOOD FIND PROGRAM

Do you know someone who could be a fit for this role?

At Pinnacle, we know we recruit our best people from our best employees. We encourage you to look within your networks, identify potential candidates and **SHARE** this opportunity. You can either share with the candidate personally through Linked in, email, Facebook etc., or provide the name directly to HR and we will reach out. Be sure to take credit if you do refer a candidate, just send a note to Kate or Erin with the name and contact details.

If you refer someone who we eventually hire, we will reward you with a \$500 bonus (after they complete their probationary period). Please get in touch with Kate Iverson, HR Manager for program details at kate.iverson@pinnaclepellet.com.