



Job Description

Silfab Solar Inc. – Mississauga, Ontario

Job Title: *Operations Controller*
Department: *Accounting*
Reports to: *CFO dotted line to COO*

To make a difference in the world by reducing carbon emissions and improving access to clean energy with every module we make.

Join Silfab Solar in our mission to reduce carbon emissions and improve access to clean energy!

Working with Silfab Solar means working with one of the largest automated solar manufacturers in North America. Silfab is a leader in the production of ultra- high efficiency solar modules, leveraging over 40 years of international experience in PV product development and innovative manufacturing processes. With multiple fully automated ISO certified manufacturing facilities in Toronto, Canada and the US, Silfab continues to research, engineer and manufacture premium quality products with superior reliability and performance specifically for the North American market.

As Silfab continues to grow in the North American residential and commercial PV module markets, we are looking for motivated individuals to join our 500+ team of experts who are dedicated to our mission and to evolving technology for the next generation of solar products.

Primary Responsibilities

- ✚ Management of the monthly close process ensuring timeliness and accuracy of reported numbers at each facility.
- ✚ Consolidation of financial statements on a monthly basis in accordance with Silfab Solar policies
- ✚ Coach and mentor senior and staff accountants
- ✚ Oversight of tax compliance for the facilities, ensuring accurate, timely reporting and filings for all taxes including income, property, sales & use, payroll and other local taxes
- ✚ Assist in the management of relationships with external auditors, tax specialists and other third party service providers
- ✚ Participates, cooperates with, and in some cases leads various audit processes and drives resolution of potential issues if they arise
- ✚ Lead and or assist with development and implementation of new accounting standards
- ✚ Provide business leaders with reporting on a monthly basis, including variance analysis and other items to enhance decision making processes
- ✚ Identify process gaps, and work collaboratively with Operations Manager to implement process improvements and/or automation
- ✚ Adhere to, maintain and coordinate the implementation of accounting control procedures



- ✚ Recommend, develop and maintain financial databases, computer software systems and manual filing systems
- ✚ Participate in accounting software upgrade procedures by adding inputs and support to ensure successful execution
- ✚ Be a valued business partner and participate in business operations meetings as deemed necessary
- ✚ Perform other duties as they arise and participate or lead projects as assigned
- ✚ Special projects and other ad-hoc requests as assigned

Education and Experience

- ✚ BS/BA degree in Accounting, CPA or MBA a plus
- ✚ 5 - 8 years progressive accounting experience at the Corporate level with at least two years of direct supervisory/management experience

Technical Skills

- ✚ Total familiarity with Microsoft Word, Excel and Outlook is necessary.
- ✚ Advanced computer skills, including the entire Microsoft Office Suite.
- ✚ Knowledge of Generally Accepted Accounting Principles
- ✚ Advanced Excel skills (Vlookup and Pivot tables)
- ✚ Nav Experience a Plus
- ✚ Positive customer service (internal & external) attitude and good communication skills
- ✚ Strong time management and organizational skills
- ✚ The ability to multi-task, prioritize, and work in a fast paced environment
- ✚ Detail minded and deadline oriented

Core Competencies

- ✚ Ability to manage time and workload independently and to cope with multiple priorities and the varying demands of a seasonal business is essential.
- ✚ A high level of verbal and written communication skill is essential.
- ✚ The ability to communicate effectively with team members at all levels including senior management is essential.
- ✚ Ability to plan and execute conversations and written communications to obtain required outcomes is essential. Must have a pleasant, helpful and optimistic attitude along with a willingness to increase skills and knowledge base.
- ✚ Attention to detail is essential.
- ✚ Motivator and Self Starter.
- ✚ Strong Moral Compass.

Compensation

Competitive market based salary package with full benefits will be offered to successful candidate based on experience.