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Job Description – Manager, Financial Planning & Analysis (FP&A)

Reports to: Bruce Damaren, Vice President of Finance

Based at: 135 Micheal Cowpland Drive, Suite 200, Kanata, ON, K2M 2E9

Summary of Position

Reporting to the VP of Finance, the Manager, FP&A will be helping to scale the financial operations of a growing IT Reseller/Solution Provider, increasing automation and implementing best practices across the AR, AP, payroll and treasury functions. The position will play a significant role in budget/forecasting activities, internal and external reporting, internal controls and financial modeling and analysis.

Responsibilities

- Deliver accurate, insightful and timely analysis of financial results compared to forecasts and budgets. Perform analysis and investigation of budget variances for the departments; highlighting to management relevant financial issues with strategic and operational impacts, and recommend options toward resolution of issue
- Provide in-depth business support and performance analysis to your assigned group of business partners. Support quarterly forecasting and annual budgeting processes. Provide ongoing performance reporting including development and reporting against KPIs and trend analysis
- Build and maintain cash forecasting models and work with Operations team to monitor open purchase and sales orders. Reconcile and adjust AP/COGS accruals monthly
- Prepare various monthly journal entries to record prepaid expenses, intercompany billings, expense allocations, routine accruals, deferred revenue and adjustments. Reconcile accounts, and assist with preparation of monthly, quarterly, and annual accounting and financial statements
- Collaborate on the review, documentation and enforcement of internal controls, financial policies, procedures relating to the financial system and document retention compliance
- Developing, implementing and documenting workflows that help streamline and automate repeatable business tasks, minimizing room for errors and increasing overall efficiency of the finance team
- Designing and building new reports and searches in NetSuite to capture key financial metrics and management reporting requirements with NetSuite, Qlik Sense or Excel as needed
- Cross training as back-up for other staff in the case of emergencies

Experience & Required Skills

- Minimum of 7+ years of progressive experience in an FP&A role (forecasting and operational analysis)
- Requires either a Canadian CPA designation or equivalent, or MBA
- Excellent attention to detail and ability to prioritize effectively in a dynamic work environment



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- Advanced Excel skills, prior experience with NetSuite ERP reporting and business analytics technologies such as Qlik Sense, Power BI would be an asset. Ability to work with large datasets across various tools
- Understanding key terms in contracts, financial implications of changes in those terms and technical accounting impact of contracts
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records
- Aptitude for automating and streamlining financial processes and procedures
- Must have good organizational and communication skills

If you are interested in this exciting new role and have the relative experience, we are interested to see what you have to offer!

To apply, please visit purelogicit.com and go to our “Careers” page. Fill out the application form and email your resume to professionalservices@purelogicit.com. Priority will be given to those who have completed the application.