

JOB ADVERTISEMENT: FINANCE ASSOCIATE

Vive Crop Protection is seeking an experienced
Finance Associate
to fill a permanent position in our Toronto facility

Vive Crop Protection is creating new possibilities in crop protection. We strive for excellence and this is reflected in our people. As our business grows we are looking to attract individuals with the same vision. Join a team of dynamic, motivated and passionate people.

POSITION SUMMARY

- The Finance Associate at Vive works independently, with direction from the Director of Finance & Operations, to ensure that the company has an excellent understanding of its current and future financial position. The position provides a high-level of autonomy to process day-to-day transactions and regular monthly or quarterly reporting as required, with a focus on continuous improvements. Major functions include assisting with budget and financial analyses and reporting, creating forecasts and financial models, management of Accounts Payable/Accounts Receivable and payroll and ensuring the company has accurate financial records.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Preparation of quarterly and annual financial statements for the Board, senior management, and shareholders as required
- Preparing monthly variance analyses for department heads and quarterly variance analyses to the Director of Finance & Operations for management and Board reporting; assist in identifying areas of particular operational concern
- Creating and editing financial, cash flow, and budget forecasts in Excel based on the company's existing financial statements and budgets
- Evaluation of financial forecasts with the Director of Finance & Operations to identify impact of changing business realities, including payment terms, changes to revenue forecast, product mix, exchange rates, operating expenditures, debt terms, or other key business changes
- Providing information to debt and equity providers according to their requirements
- Inventory and cost accounting for Vive's products
- Performing bookkeeping duties as needed, including month end bank reconciliations, accounts payable, accounts receivable, payroll, etc.
- Participating in annual financial audit process and preparation of audit schedules, as well as supporting the rest of Vive's Finance and Operations team and external auditors as required
- Preparing other financial analyses and reports for internal and external purposes, including submissions for government program reimbursements.
- Assisting with other administrative functions as needed.



DECISION MAKING & ACCOUNTABILITY

- Works with direction from the Director of Finance & Operations and uses judgment to ensure efficient use of technical support to meet and direct the company goals/needs.
- Will be evaluated based on accuracy and proficiency of work as well as quality and impact of independent contributions
- Is accountable to Vive's Director of Finance & Operations.

EDUCATION AND EXPERIENCE

- CPA or currently in certification process
- Previous accounting and bookkeeping experience required
- Bachelor's degree in business or commerce
- 5+ years of experience in accounting, finance, or operations
- Experience working with government grant and loan programs would be highly beneficial.

KNOWLEDGE, SKILLS & ABILITIES

- Detail oriented and highly organized.
- Accounting knowledge and skills
- Must be proficient in Quickbooks including data entry, reconciliations and payroll.
- Versatile Excel skills (e.g. VLOOKUPS) for various analyses and reporting purposes.
- Able to work both independently and in a team in a fast paced environment.

WORKING CONDITIONS

- The majority of the work is performed in an office environment.

HOURS AND REMUNERATION

- The work day is considered an 8 hour day, with flexible start times per Vive's HR policies
- The position is a full-time permanent position

To apply, send your resume to financeassociate@vivecrop.com

We thank all applicants for their interest in joining our team; however, only those candidates selected for an interview will be contacted.

