

Main Responsibilities

- Prepare the PPA, entries in CFO Toolbox, amortization schedule and record opening balance sheet in ERP system of Iris & NLVG;
- Prepare all JE related to steps-ups and steps-downs of ownership;
- Prepare all JE (SAGE & CFO Tool box) related to legal entities in dissolution process, amalgamation or full divestment;
- Maintain the IGV corporate chart;
- Be the liaison with our auditors in connections to acquisition and/or disposal of companies;
- On Boarding emails, and zoom meetings (Starts a couple weeks prior to acquisition, right before close, and after close, with the exception of TVC, this is ongoing every 1 - 2 weeks' meetings);
- Will be part of the integration team at NLVG & Iris i.e. will a be stakeholder in the smart sheet:
 - Role: Finance representative for acquisition integrations – single point of contact;
 - Define: Finance requirements
 - Various information request;
 - Cutover financial information;
 - Reports;
 - Processes & control to establish.
 - Develop action plan for Finance related activities;
 - Coordinate & perform as required all finance related activities;
- Working capital analysis & settlement (1 day of work but the process can take 3 - 4 weeks with the back and forth with seller);
- Participate in taking control of bank accounts, maintain during transition and ultimately proceed to close them (takes place only if we acquire shares);
- SAGE, Greatplains and CFO Toolbox set up and integration of new acquisition in system (Follow-up for inventory count load in GP, Follow-up with AP, on coding invoices pre-cut off date);
- Obtain forecasts from due diligence to ensure accounting accruals are aligned for new acquisition;
- Maintain acquisition tracker excel for the various acquisition ongoing;
- Update CRA (and other relevant provincial governments) with new director's information;
- Obtain access to new company in CRA website (and other relevant provincial governments);
- File various election forms with CRA (and other relevant provincial governments);
- Participate in special projects.

Requirements

- CPA designation;
- Experience working with an ERP system – great asset if knowledge of Greatplains & AccPac;
- Ease working with financial systems;
- 3 - 4 years of experience in a similar role in a fast pace environment;
- High level of adaptability (Company is working in a fast pace);

- Excellent communication skills in both English & French;
- Analytical & ability to meet deadlines;
- Advanced Knowledge of Microsoft Office.