

Eminence Organic Skin Care Controller

How to Apply

Please send a cover letter and resume to mfoo@eminenceorganics.com with 'Controller' in the subject line of the email.

For more information on Eminence Organic Skin Care, visit our website www.eminenceorganics.com, Facebook Page www.facebook.com/EminenceOrganicSkinCare and YouTube Page www.youtube.com/user/eminenceorganics.

The Application

Closing Date for applications: Sunday, June 2nd at 9pm PST

***Update on Monday, June 10th, 2019 screening & interviews are in process, however, applications submitted immediately are still welcomed and considered.**

Competitive Salary, Bonuses, Extended Health Benefits, Wellness Program, Product Discounts and Green Transportation Incentives

Location: West Broadway and Cambie, Vancouver, Canada at Eminence's Central Office

Work Hours: Monday – Friday, 8am – 4:30pm

Our Products

Eminence Organic Skin Care provides premium products and unparalleled service to leading salons, spas and beauty professionals. Pioneer of the organic skin care movement, Eminence Organics combines more than half a century of herbal craftsmanship and innovation with Hungarian-inspired healing to offer results-oriented treatments. All of our products use only the freshest ingredients known to nature without harming animals or using any harsh chemicals - we pick only premium quality ingredients to craft natural, organic and Biodynamic® skin care that is good for the earth and good for the skin. Every ounce of our products receives personal attention throughout production and packaging.

Eminence Organics cares about the environment and integrates sustainable practices into every part of our business including planting a tree for every product that we sell through our [Forests For The Future](#) initiative.

Our Company

Eminence Organic Skin Care is the leading name in the field of Organic Skin Care. Eminence Organics is renowned as the most unique and effective line of natural skin care products on the market today.

Eminence Organic Skin Care has been voted by skin care professionals as "Favorite Skin Care Line" and "Favorite Product Education", both for ten years in a row, as well as "Favorite All-Natural Line" for eight years in a row and is considered #1 for skin care results in the natural & organic spa industry. Additionally, Eminence Organic Skin Care has won multiple ["Best of the Best" readers' choice awards](#) for the best skin care products available, awards that are the most unbiased, prestigious honours given in the industry today.

Eminence Organics has also won multiple Environmental Awards & is a [Certified B Corporation](#)®, recognizing the sustainable farming & green practices we use to create our products as well as recognizing the progressive people practices we exemplify in supporting our team-members.

Since the arrival of Eminence Organics in North America, our business has experienced tremendous growth in every major market in North America and has created distribution channels in over 60 countries.

Currently with over 300 team-members worldwide and with thousands of dedicated and loyal spa and salon business partners, Eminence Organics has products which touch millions of faces and bodies across North America and throughout the world each year. Our charitable initiatives, including the [Eminence Kids Foundation](#), impact thousands of lives each year.

Our Core Values

Extraordinary Service, Infectious Enthusiasm, Sincere Respect, Supportive Teamplay, Proactive Reliability, Passionate Dedication.

Role Summary

This role is new to the organization which has previously outsourced all accounting functions to external contractors. The Controller will be responsible for all areas relating to financial reporting and management of the company's accounting department. The ideal candidate for this newly created position has a passion for building systems and processes and has strong leadership skills. This hands-on position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The Controller supervises two team members and is responsible for ensuring work is properly allocated and completed in a timely and accurate manner. The Controller is responsible for a wide variety of accounting activities including general ledger preparation, financial reporting, year-end preparation and the support of budget and forecast activities, as well as collaborating with other departments to review financial results as appropriate.

Reporting and Peer Relationships

The Controller leads a team of two Accounting Specialists and will partner on Financial initiatives with leaders throughout the organization including Business Development & Sales, Operations, Organization Development, Marketing & Communications, Product Development, Customer Education, Digital Experience, Information Services and Supply Chain.

Roles and Responsibilities

Duties and responsibilities include, but are not limited to:

Financial accounting, reporting and internal controls:

- Manage the development and maintenance of timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles.
- Develop, implement and ensure compliance with internal financial and accounting policies and procedures, including chart of accounts, ensuring an appropriate system of internal controls is in place.
- Oversee the preparation of all supporting information for the annual statements and liaise with the external accountants as necessary.
- Manage the day to day accounting operations including A/P, A/R, monthly GL reconciliation process, Balance Sheet and P&L variance analysis and journal entries.
- Partner with the Human Resources team as necessary on Payroll.
- Work closely with the Accounting and Operational teams to review processes, implement best practices and improve productivity.
- Develop, implement and prepare monthly and quarterly financial reporting packages including KPI dashboards for both financial and operational metrics.
- Manage all intercompany transactions and reconciliations.
- Ensure company compliance with all regulatory and governmental agencies.
- Provide financial reports and respond to queries from departmental leaders and the Executive Team regarding financial results as needed.

Budgeting:

- Establish guidelines for budget and forecast preparation.
- Prepare the annual budget in consultation with the Executive Team.
- Assist departmental leaders with the preparation of budgets for the approval by the Executive Team.
- Maintain a rolling forecast, updated at regular intervals to assist in trend analysis and decision making.
- Report on monthly variances from actual versus budget.

Working capital management:

- Monitor working capital balances and recommend short-term investment solutions for excess cash.
- Support and assist the General Manager with daily cashflow management and banking transactions.

Information technology:

- Evaluate the need for new technology to meet the company's financial data processing, control and reporting requirements.
- Advise on appropriate technology that meets the company's information requirements and financial resources.

Office administration:

- Oversee the management of all leases, contracts and other financial commitments.
- Develop, implement and manage accounting information and working paper data storage and filing structure.

Qualifications Required

- Chartered Professional Accountant (CPA) designation required.
- 7+ years of progressive financial responsibility
- Advanced proficiency in MS Office including Excel, Word, PowerPoint and Outlook
- Knowledge of Accpac 300 and Sage 50 is an asset.

Skills Required

- Strong written, verbal and interpersonal communication skills.
- Strong commitment to personal excellence.
- Ability to establish and maintain positive working relationships with others both internally and externally.
- Fosters teamwork by working cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- Solution focused and methodical; careful attention to detail.
- Capable problem solver who follows rigorous logic to bring effective solutions to complex problems.
- Strong ability to analyze complex technical and administrative information, identify relevant concerns, recognize alternatives, formulate logical and objective conclusions, and communicate these with end users and management.
- Ability to multitask and manage time effectively to meet deadlines.
- Ability to work in a fast-paced, rapidly changing environment.