

Position Title:	Financial Accountant, Treasury	Location:	Leamington, Ontario
Department:	Corporate	Wage Grid:	Confidential
Reports to:	Corporate Controller	Direct Reports:	None

Highline Vision and Values:

Passionately nourish people, community, and environment, through embracing our core values, which include:

We do the right thing, always. We lead the way. We are fanatical about quality. We are transparent in our relationships. We always consider the human element. We embrace diversity and inclusion.

Position Summary:

The Financial Accountant, Treasury will control Treasury operations and ensure compliance to internal and external rules and regulations respecting relevant accounting standards. This includes a wide range of activities such as monitoring Treasury transactions, reporting (positions, risk, counter-party exposure), budgeting and forecasting as well as closing activities. It also includes the development and maintenance of necessary financial controls, tools and processes, the co-ordination between different units within the company and external parties, mainly auditors and banks.

Expected Outcomes:

1. Leadership & Code of Conduct

- a. Embraces and supports the Highline culture and values, acting as brand ambassador at all times
- b. Interacts with others in a manner that promotes respect, confidentiality and dignity
- c. Develops and actively fosters an engaged work force, displaying professionalism even when challenging to do and while quickly managing the culture to stop behaviours not aligned to the Company Values

2. Safety

- a. Adheres to Safety Policies, including use of proper Personal Protective Equipment (PPE) and other safety equipment
- b. Reports unsafe conditions immediately to Direct report or member of the Safety team
- c. Reports all incidents, injuries or near misses immediately to Direct report or Safety Advocate
- d. Cooperates in the Early & Safe Return to Work Program if an injury or medical illness requires accommodation
- e. Challenges and assists in the on-going process of developing improved safety standards within our day-to-day operations so we work safer, wherever possible

3. Safe Food Quality Standards

- a. Follows all Good Manufacturing Practices (GMP's) as trained

4. Responsibilities

- a. Responsible for cash management duties including liquidity management, cash flow forecasting, FX risk management
- b. Perform daily corporate treasury operations to ensure consistent cash flow and efficient debt management
- c. Oversee the day-to-day operations within working capital groups such as Accounts Payable, Accounts Receivable and Cash management
- d. Prepare all key reports for Company stakeholders including but not limited to cash flow forecasts, liquidity ratios, FX hedge reports, intercompany loan balances and repayment schedules
- e. Coordinate the preparation, review and submission of regulatory reporting such as payroll withholdings, indirect and non-resident taxes ensuring compliance with all relevant authoritative bodies.
- f. Support the Controller to ensure an accurate and timely month-end and year-end close process
- g. Review and/or prepare journal entries
- h. Research and provide recommendations on treasury related areas including FX, insurance limits, payroll/taxable benefits, payment terms and other areas of risk management
- i. Assist in the annual preparation of budget and periodic forecasts including treasury related components for balance sheets, cash position, investments in capital and debt schedules
- j. Provide support, as needed cross functionally to colleagues and teams as required
- k. Provide support and leadership, as needed in the year end audit process with external financial auditors and other audits with outside parties, as required

- I. Assist with improvements in the ERP system

5. Other Duties

- a. As reasonably requested in aid of operations or culture compliance, perform other duties as may be assigned
- b. Provide meaningful continual improvement or innovation recommendations outside scope of responsibility

Qualifications & Experience:

Education & Past Experiences:

A combination of professional experiences or equivalent combined education, designation and work experience will be considered.

- a. Completion of a University Degree in Business Administration, Finance or Accounting, CPA required or greater than 5 years in accounting role
- b. Have a structured way of working and enjoy going into the details but never lose the “big picture”
- c. Have strong analytical skills and pay attention to details
- d. Have a strong knowledge of financial products, valuations and accounting standards
- e. Have knowledge of Treasury Management systems (experience in commodity hedging would be an advantage)
- f. Advanced experience with MS Word, MS Excel and MS Outlook
- g. Experience with SAP considered an asset
- h. Understanding of International Financial Reporting Standards (IFRS)

Personal Attributes:

- a. Demonstrable strong organizational skills and the ability to prioritize with an aptitude to effectively handle competing deadlines
- b. Positive attitude, high energy, confident and open-minded approach to work and others
- c. Attention to detail and accuracy, appropriately balanced with the need to complete tasks
- d. Above average analytical skills and the ability to problem solve
- e. Capable of independent and self-guided work and accepts and adapts to change
- f. Excellent interpersonal communications skills and professional behaviours, specifically maintaining confidentiality and sensitive information

Other:

- a. Eligible to work in Canada
- b. Fluent in written and verbal English; other languages considered an asset

Required On-The-Job Training:

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, WHMIS, Incident Response and Reporting, Emergency Response Plan, Return to Work and Disability Management, Ergonomic Policy, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy and MOL Worker Awareness

Other training as self-identified for professional development or skill enhancement or identified by Highline

Working Conditions:

Working conditions are typical for a farm environment

Weekend and/or evening and some holiday work, along with a willingness to work a flexible schedule

This job description should not be construed as an exhaustive list of duties and responsibilities to be performed by persons assigned to this position. It is not intended to limit or in any way modify the right of the manager or supervisor to assign, direct, or control the work of associates under his or her supervision. Job descriptions may be revised at any time during the course of employment as required.

By signing below, I acknowledge that I have reviewed and accept the responsibilities noted within this job description.

Signature

Date