



CONTROLLER ESSENTIAL DUTIES AND RESPONSIBILITIES

The Employee will perform the services normally or usually associated with the position and such other or different duties as may be delegated from time to time to the Employee by the Company in its sole discretion, including without limitation:

- Manage and monitor all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements as well as the requirements of private contributions, loans, and government contracts
- Guide financial decisions by establishing, monitoring, and enforcing policies and procedures
- Taking the lead on preparation of annual budget
- Preparation of workpapers supporting the annual tax returns
- Coordinate the preparation of annual tax returns with external CPA firm
- Preparation of workpapers supporting the monthly close process and month end balances
- Review monthly accounting close process including analytical review of the monthly operating results to ensure accurate accounting records are maintained
- Preparation of quarterly financial statements and related footnotes in accordance with either, or both, US GAAP and IFRS
- Manage the relationship with outside auditors
- Facilitate quarterly reviews and annual audit by external CPA firm
- Preparation of monthly reforecast incorporating historical results and future assumptions
- Preparation of semi-monthly payroll and supervision of all accounts payable
- Implement, document and maintain adequate and effective internal controls
- Implement, document and maintain adequate and effective processes to improve the close and reporting cycles to ensure timely and accurate reporting
- Assist with securities commissions and stock exchanges compliance matters
- Prepare quarterly variance analysis of actual versus budgeted results
- Assist the CFO with overall risk management activities
- Manage insurance coverages including relationship with external broker
- Manage external virtual data-room
- Assist with the preparation of materials for quarterly Board meetings and Board committees
- Manage administration of the stock option plan including stock based compensation
- Assist the CFO with corporate governance matters including various Corporate Secretary activities, AGM circular and AIF
- Manage employee benefits plan
- Any other responsibilities that may be assigned from time to time
- Other projects as may be assigned from time-to-time by the Chief Financial Officer and other Executives of the Company.

Requirements:

- Bachelor's degree in Accounting or Finance (CPA designation)
- Must have extensive US GAAP experience

- Must have public company experience - Nasdaq or NYSE
- Proven experience as a Controller or similar role
- Strong knowledge of accounting principles and practices
- Proficient in using SAGE accounting software
- Excellent analytical skills with attention to detail
- Advanced proficiency in Microsoft Excel
- Strong communication and interpersonal skills
- Ability to work independently and meet deadlines

This is an excellent opportunity for a skilled Controller to join our team. We offer competitive compensation, benefits package, and a supportive work environment. If you meet the requirements above, we encourage you to apply by submitting your resume and cover letter to HR@inmedpharma.com.