



**Job Title:** Financial Controller

**Reporting to:** VP, Finance

**Position Type:** Permanent, full-time

**Salary Range :** \$110,000 - \$135,000

Candidates are asked to send their CVs to [cvs@imc-mnc.ca](mailto:cvs@imc-mnc.ca).

### **About Innovative Medicines Canada (IMC)**

This isn't just a job—it's a chance to make a real impact on the lives of Canadians.

As the voice of Canada's innovative pharmaceutical industry, Innovative Medicines Canada is shaping the future of healthcare—advocating for better access to life-saving treatments and advancing innovation in the life sciences sector.

Join a team that values collaboration, passion, and purpose. Here, your work helps break down barriers, influence policy, and improve patient outcomes, ensuring Canadians have timely and equitable access to the treatments they need, when they need them.

### **Position Profile:**

The Finance Controller reports to the Vice-President, Finance and will be responsible for all financial accounting and reporting activities, cash management, tax compliance, and financial systems management.

### **Key Responsibilities**

- Perform and support all day-to-day full cycle accounting functions and operational processes including financial reporting, month-end close, general ledger, cash management, A/R, A/P, expenses, bank reconciliations
- Prepare reconciliation of all credit cards and bank accounts monthly
- Prepare G/L and monthly journal entries and review account reconciliations

- Prepare and analyze monthly cost centre reports as required. Distribute and review cost centre reports with internal stakeholders
- Review tax filings and ensure compliance with all relevant local, provincial, and federal reporting requirements (GST/HST, QST, EHT)
- Support the annual external audit and the completion of the annual financial statement audit and tax returns
- Partner with the Office Manager to oversee office operations, IT & facility spends to ensure cost effective vendor partnerships and strong financial control.
- Serve as a point of contact for finance-related requests across the organization, providing timely, clear, and solutions-oriented support.
- Participate as an engaged member of the Administrative and Coordination Excellence team (ACE) through information sharing and effective listening to connect dots across the Association
- Continually strive to seek ways to improve and streamline processes and controls
- Support the VP, Finance on a wide range of financial activities and initiatives

### **Experience and skills**

- 5+ years of experience in progressive accounting roles.
- Experience with month-end and year-end close and financial reporting
- Accounting designation (CPA) or in progress
- Experience with Quickbooks Online
- Strong analytical skills, attention to detail, and data-driven mindset
- Strong verbal and written communication skills
- Highly organized and able to prioritize in a fast-paced environment as the company scales

### **Professional competencies**

- Collaboration and communication: builds effective working relationships, communicates clearly with non-finance colleagues, and contributes positively to a team-based culture.
- Business partnership: works collaboratively with internal teams to understand needs, translate financial information into practical insight, and support sound decision-making.
- Change and continuous improvement: supports and enables change by improving processes, systems, and controls as the organization grows, while helping others adapt to new ways of working.

- Accountability and results orientation: takes ownership of deliverables, meets deadlines, and ensures accuracy, reliability, and follow-through.
- Judgment and problem-solving: applies professional judgment to resolve issues, assess risk, and recommend appropriate solutions in a timely manner.

### **Equity, Diversity & Inclusion**

IMC is committed to diversity, equity, inclusion, and accessibility. We encourage applications from underrepresented groups including Indigenous peoples, visible minorities, persons with disabilities, and persons of all gender identities and sexual orientations.