



Assistant Controller

About FAB-FORM INDUSTRIES LTD. (www.fab-form.com)

Fab-Form is a fast growing public company focused on **innovation** in the concrete forming industry. We have invented, designed, developed, manufactured, and distributed numerous products used to interface between buildings and the uneven ground.

Even our accounting system is innovative. We have been paperless for over a decade. We pay all suppliers by EFT or ACH. We prepare full financial statements at the end of each month so that we can measure our earnings per share.

And our financial statements are produced each quarter (search "Fab-Form financial statements").

If you love innovation and are constantly striving to improve, you will *thrive* in our company.

The Opportunity

We are searching for an ambitious, detail-oriented, and organized individual to assist me, the Controller. You will play an active role in maintaining financial records, managing transactions, assisting in preparing the quarterly financial statements. We are undergoing a **massive change** in our Enterprise Information System: transitioning from QuickBooks to Odoo. We have done this to enable corporate wide communication between our online shopping carts and our manufacturing systems. We aggressively program Odoo to match the needs of our corporate communications.

You will have to look far to find an opportunity with this much excitement and scope.

Key Responsibilities:

- The usual accounting stuff.
- Help me with year-end Public Company Audit. This is a unique challenge as the year end audit is where we prove our performance to our shareholders.
- Help me with our Annual General Meeting. This is a great opportunity to meet our shareholders and explain our story.
- Assist in preparing for internal and external audits to ensure regulatory compliance.
- Help manage quarterly stock counts and prepare labour and material variance reports.
- Help us analyze financial data to enable us to improve earnings per share.
- And, as previously explained, assist me in our exciting transition from QuickBooks to the Odoo enterprise system.

FAB-FORM

Qualifications:

- Bachelor's degree in accounting, finance, or related field, or proof that you can assist me.
- Previous experience in an accounting and finance.
- Proficiency in accounting software (QuickBooks, SAP, etc.)
- Proficiency in Microsoft Excel.
- Strong communication skills with vendors, customers, and especially our shareholders.

Why Join Us?

- We are a public company. At the end of each year, you share in 10% of our profits in **tradeable shares**.
- Very competitive salary, tell me what you can do, and let's discuss your wages.
- Private Health Services Plan to cover medical expenses and healthy activities.
- Real opportunities for personal growth and development. I will make sure of this.
- Because we are a fast growing business that is changing the world for the better.
- And mostly because you can help us.