

Film.Ca Inc. - Job Posting

Availability:	Immediate
Position:	Financial Controller and Manager of Administration
Pay Rate:	\$15.00/hour to start, ongoing pay increase considerations based on performance consideration starting at the first three months of employment.
Benefits:	After three months – subject to negotiation
Hours of work:	Full time – 25-40 hours/week. Actual working and office hours are very flexible to meet the needs of the ideal candidate.
Location:	Encore Cinemas – Oakville Location, 171 Speers Road, Oakville
Qualifications:	<p>Experience in financial bookkeeping/accounting with thorough knowledge of QuickBooks accounting software – particularly in the service/entertainment/retail sector.</p> <p>Absolute comfort with a computerized environment including the ability to communicate effectively via e-mail and to be able to learn and thoroughly understand our industry specific point of sale system.</p> <p>Demonstrated organizational and analytical ability.</p> <p>Formal education in accounting/financial administration desired, but higher priority placed on “in the field” experience.</p> <p>Understanding and (preferably) experience in the unique challenges of a small-medium sized business environment.</p> <p>Strong communication skills with the ability to be tough but fair!</p>
Description:	<p>Film.Ca Inc. (Encore Cinemas) is looking for our financial financial/administration “go to” person to support the team who deliver BIG MOVIES for small prices in Oakville and Burlington (and maybe elsewhere someday). The ideal candidate is a self-starter who can work independently but is flexible enough to function in a team environment. Our administration and bookkeeping is not in a mess, but it does need the tender loving care of a detail oriented and results driven individual who can help round out a management team who are not strong on the critically important administrative details.</p> <p>The successful candidate will report directly to the gruff but loveable Chief Executive Officer – a super guy who has many irons in the fire (and yes, he is writing this job description too).</p> <p>You will liaise with our Chartered Accountants in the preparation of annual returns and filings.</p>

As our Controller/Admin Manager, you will work from the palatial administrative suites at Encore Cinemas Oakville where you will have your own lavish office with a view of the projector in cinema 2.

Come and help organize us and be part of a fun team of dedicated and energetic managers who demonstrate “love what you do” every day of the week.

As with all our management team, you will have unlimited access to free movies and snacks at our two cinema locations for you and a friend/family member/local elected official.

Resumes to:

By e-mail (preferred) to jknoll@film.ca

By fax to 905-257-7487

In person – in a sealed envelope dropped off to the Oakville Cinemas – please mark the envelope ***Attention Jeff Knoll – Personal and Confidential***
NO phone calls please

While we appreciate all expressions of interest in this position, we will only contact individuals we wish to interview.