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## Corporate Controller

### About LifeBooster

Every day millions of people put their lives and livelihood on the line when they go to work in order to support their communities and their families. It is time to give back to all of those who build our cars, keep our homes warm and lit, and who keep the world turning. At LifeBooster, we are delivering on the future of health and safety to ensure that every one of those workers gets home safe every day.

As a recognized leader in connected worker and risk analytics technology, our predictive analytics platform, Senz, evaluates workplace risk using wearable sensors and advanced analytics to detect the potential for workplace injury due to behavior, work processes and environmental conditions within industrial work settings. Partnered alongside world leaders in performance apparel and worker health and safety, LifeBooster is actively addressing this global issue and wants you to join our team on our mission!

Our mission-focused, tight-knit team is driven by a culture that is both collaborative and caring. We take a people first approach to our business which means your work will directly and significantly improve the physical and mental health of hard working people on a global scale.

### About You and the Role

We are seeking a passionate, meticulous, and results-driven Corporate Controller to join our growing team and oversee our financial operations. This is an exciting opportunity to join a purpose-driven organization working to improve individual's lives in an impactful way by ensuring they get home safely from work every day.

In this role the Corporate Controller will support LifeBooster's finance strategy, leading the team through our next phase of evolution and growth. You will be accountable for the finance and accounting operations of the company, to include financial planning, optimizing financial processes, preparing budgets, producing periodic financial reports and maintaining an adequate system of accounting records. Your major responsibilities will include ensuring invoice allocation amongst departments, classifying against product lines, assisting the CEO in Board preparation, paying suppliers, billing and following up with customers.

- Guiding financial decisions by developing and monitoring policies and procedures.
- Facilitation and maintenance of closing processes, billing, invoicing, expenses, reimbursements, and payroll administration.
- Monitor day to day transactions of the company utilizing automation tools.
- Support the CEO in Board meeting preparation.
- Maximizing returns on excess cash balances and improving closing and reporting cycles.
- Coordinate with external accountants and ensure accuracy of transaction entries and reports.
- Ensure that periodic bank reconciliations are completed.
- Maintain the chart of accounts and booking expenses in proper department and product, if appropriate .
- Maintain an orderly accounting filing system and system of controls over accounting transactions.
- Analyze and interpret balance sheets, income statements, cash flow, and liabilities, and issue timely and complete financial statements.
- Perform internal audits and financial risk assessments, as well as facilitate intervention strategies.
- Prepare monthly and annual budgets, forecasts, and reports, as well as review journal entries and account reconciliation.
- Calculate and issue financial and operating metrics.
- Evaluating and enhancing financial controls and tax return procedures.
- Responsible for filing corporate taxes, GST / PST.
- Coordinating and recording investments and maintaining fixed asset records.
- Perform other duties with Admin and Operations Department as required.
- Documenting processes and ensuring compliance with financial management and accounting regulations.

## Is this you?

- Professional Accounting designation with relevant industry experience or interest in technology.
- Bachelor's degree in Business, Accounting or Finance.
- 5+ years of experience managing full cycle accounting/financial reporting.
- Experience working in a start-up environment during its growth phase is ideal.
- Advanced competency in financial management and accounting software, such as Quickbooks.
- In-depth knowledge of accounting standards and industry regulations.
- Excellent leadership, collaboration, and verbal and written communication skills.
- Strong attention to detail, well-organized, top-notch multi-tasking skills, and solutions oriented.
- Ability to foster positive and productive relationships with both internal and external individuals and groups.
- Proven ability to quickly solve or seek the solution to any problem in a fast-paced and ever-changing environment.

## Benefits

We are a mission driven organization that is intent on making a positive impact in the world. We have a casual and flexible work environment providing a superior work-life balance. We offer competitive compensation with a total rewards package that includes equity, bonuses, comprehensive benefits and generous paid time off to name a few perks. You will be part of a lively and supportive team that recognizes and celebrates each other's wins.

Contact [hr@lifebooster.ca](mailto:hr@lifebooster.ca) to learn more about this exciting opportunity and to apply!