

**Job Title:** Canadian Operations Administrator

**Department:** Liberator Communications Canada

**Job Relationships:**

Supervisor: Chief Financial Officer

Direct Reports: None

**Position Summary:**

The Canadian Operations Administrator provides support to the CFO to prepare the Canadian financial statements on a monthly basis, to do intercompany reconciliations, prepare account analysis, post and reconcile cash on a monthly basis, help prepare the annual budget, and perform special projects where they are needed. Provides administrative leadership to Consultants, Sales and Marketing personnel in all areas of the Canadian business operations.

**Activities, Duties, and Responsibilities:**

1. Administer paperwork between Liberator Canada customers, Prentke Romich and Saltillo to facilitate shipments of AAC products in a timely manner
2. Keep original book of record to satisfy Canadian Government requirements for tax and audit purposes. This will include invoicing customers, paying invoices for purchases or services, reconciling cash, reconciling ledger accounts, filing required tax returns, preparing audit workpapers, paying employees and preparing financial statements monthly
3. Provide clear communications to internal and external customers – the “go-to” person for Liberator Canada questions.
4. Work with Consultants, Sales Directors, and Marketing personnel to set-up price lists for customers in Canada.
5. Set-up or refine processes to make Liberator Canada efficient operationally in a matrix environment.
6. Duties and responsibilities will evolve over time.

**Supervisory Responsibilities:** NONE

**Qualifications Required:**

B.S./B.A. Accounting is required, three to five years in a medical environment is desired. Experience with tax compliance and international financial management required.

**Knowledge, Skills, and Abilities:**

1. Strong leadership ability.
2. Strong analytical, problem-solving, conceptual and organizational skills.
3. Excellent written, verbal, and interpersonal communication skills.
4. Able to work well independently.
5. Team player with ability to work well with all levels inside and outside the organization.
6. Flexible and able to continuously adapt to fast paced, rapidly changing environment.

7. Must be organized and detail oriented.

**Communication Requirements:**

Position duties generally involve frequent contact with key individuals both inside and outside the organization where matters discussed require extensive communication skills and which may significantly impact the organization's policies, procedures, profitability, and image.

Communication Requirements:

- Frequent Contact- Position duties require frequent contact with individuals both inside and outside the organization generally of substantial higher authority where matters discussed require considerable communication skills and frequently involve major written and oral presentations.

**Physical & Environmental Requirements:**

- Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm
- Talking. Expressing or exchanging ideas by means of spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive

reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

- The worker is not substantially exposed to adverse environmental conditions.

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