



Finance & Administration Manager

Breton Brewing Co.

Deadline to Apply: March 27, 2023

Start Date: As soon as possible

BEER! Now that we have your attention, please read on! Are you a craft beer fan? Interested in working in one of Atlantic Canada's fastest-growing industries? Looking to join an amazing team at a successful local company? Well, you might just want to work at Breton Brewing Company!

Breton Brewing is a local craft brewery located in Sydney, Nova Scotia, on the beautiful Island of Cape Breton. At our core, we value making a difference in our communities while crafting high-quality beer that everyone can take pride in. We truly believe that Magic Happens on This Little Island.

Breton Brewing is hiring a **Finance & Administration Manager** to support our growing team. The successful candidate is a self-starter who can adapt to change quickly and think outside the box. In this position you will work closely with Breton's leadership team to provide financial insight into operations, analysis, and strategic decisions.

The Finance & Administration Manager will manage the finances for both Breton Brewing Co. (Craft Brewery) and Backlot Investments Inc. (Commercial Property Rentals). The position is responsible for all financial aspects of both corporations, working with managers, external accountants, and owners to forecast, track and analyze the companies' financial performance.

Primary Responsibilities include:

- Perform full cycle of bookkeeping
- Lead annual cashflow and budget projections
- Maintain the general ledger and posted transactions in ERP (QuickBooks)
- Prepare and submit Retail Sales Markup Allocation (NSLC) reports.
- Prepare HST, Payroll Tax and Excise Duty files for submission to CRA
- Create monthly and yearly budgets and forecasts for leadership team
- Manage payroll, invoicing, expenses, receipts, data entry and other transactions
- Promptly process and maintain accounts receivables and payables
- Conduct monthly reconciliations of all bank and credit card accounts
- Support strategic planning, project analysis and capital allocation decisions
- Assist in HR Administration including benefits administration, vacation management, expense reimbursement and new employee on-boarding
- Organize, manage, and file company records, documents, and receipts

- Work with external accountants to prepare and file year-end tax reports
- Other reasonable, similar tasks as required

Qualifications:

- Post-secondary degree in finance or accounting
- 5+ years of related work experience in finance or accounting
- Strong understanding of finance, accounting, bookkeeping and payroll practices
- Self-motivated and driven to perform with ability to maintain high standards under pressure in a fast-paced environment
- Advanced analytical, Microsoft Office and computer skills; particularly MS Excel skills including knowledge of pivot tables, sorting functions, formulas, etc.
- Professional communication skills with the ability to resolve issues between internal and external stakeholders with tact and diplomacy
- Demonstrated organizational skills with the ability to prioritize and complete tasks with a high degree of quality and accuracy
- Integrity and adherence to the highest standards of ethics and confidentiality, exercising discretion and confidentiality to guard sensitive company information
- Experience with ERP, financial management or accounting software (e.g. QuickBooks)
- Knowledge of office and/or HR administration responsibilities, systems, and procedures
- Experience in international trade, supply chain, or trade finance a plus

Knowledge, Skills, and Abilities:

- Knowledge of standard accounting standards, principles, procedures, tax laws, and reporting requirements
- Advanced proficiency with accounting software and spreadsheet programs and applications
- Sound analytical thinking, planning, prioritization, and execution skills
- Excellent communication skills, problem-solving and decision-making abilities
- Ability to perform effectively under pressure and manage multiple priorities
- Strong communication and healthy conflict-resolution skills
- Analytical skills related to manufacturing and Finance

The Details

Your typical schedule will be Monday-Friday, 8:00 am-4:30 pm, for 40 hours a week. However, there is some flexibility surrounding start and end times. Breton Brewing Co. offers a competitive salary based on education and experience.

Benefits:

- Competitive wages and benefits
- Industry specific training

- Casual dress
- Company events
- Dental care Vision care
- Extended health care
- Active Living Stipend
- On-site parking
- Paid time off
- Taproom discount
- Working with an awesome team in a fun environment!

How to apply

If you are interested in this position and think you would be a good fit for the Breton Brewing team, please send a Resume and Cover Letter telling us a little bit about yourself to:

david@bretonbrewing.ca

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Breton Brewing Co is an equal opportunity employer. Breton Brewing Co is committed to creating an inclusive environment that respects values, cultures, and experiences of our customers and staff. We believe diversity drives innovation, creativity, and empowerment that leaves a mark on our business. Diversity connects us closer to our customers and the communities we serve.