



Position Description

Title: Chief Financial Officer
Department(s): Accounting and Finance
Reports to: Executive Vice President
Revision Date: August 2022

Position Classification: ☒ Exempt (Salary) ☐ Non-Exempt (Hourly)
☒ Full Time ☐ Part Time

Chief Financial Officer Victoria, BC

The Chief Financial Officer (CFO) will perform effective risk management and execute the organization's financial strategy. The CFO is well-versed in all aspects of financial management ranging from simple accounting to broad finance and banking operations. The ideal candidate will be an excellent leader since all relative departments of the organization will be directly and indirectly working with this individual.

The CFO's goal is to protect the company's revenues and profits to ensure full financial control processes are adhered to for sustainable growth.

Primary Objectives:

The CFO will have a strong knowledge of accounting issues, cash flows, investor relations, tax planning and financial reporting including the ability to communicate easily with the entire senior management team and the ownership group. Responsibilities are split amongst the following broad categories:

- Planning
- Operations
- Financial Information
- Financing

Position Responsibilities:

- Drives the company's financial accounting functions and reporting
- Supports risk management analysis of the organization's liabilities and investments
- Assists with investment strategies by assessing cash and liquidity risks



- Evaluates the organization's capital structure, providing relevant data as required
- Ensures cash flow is appropriate for the organization's operations
- Supervises all finance personnel (controllers, treasurers etc.)
- Manages vendor relationships
- Prepares reliable current and forecasting reports
- Oversees the company's finance IT system
- Ensures compliance with regulatory and legal requirements and adheres to company's policies
- Upholds the values of "Passion, Quality, Integrity" in all aspects of work.
- Other duties as assigned

Planning

- Engages as a member of the company's executive management group, providing and maintaining analysis contributing to the overall direction of the company
- Innovative approach to business planning, taxes, and deal structures

Treasury

- Maintains an accurate cash flow forecast on a monthly basis
- Monitors cash balances for all corporate accounts

Operations

- Oversight and review of journal entries, payroll, AP, AR, and statutory reporting
- Analyzes current software and structure
- Establishes and continually seeks opportunities to optimize accounting processes
- Establishes and monitors internal controls to ensure accounting activities are in accordance and compliance with GAAP
- Adheres to legal, regulatory, and company policies and procedures
 - CSAIR reporting
 - T5018 Reporting
 - GST compliance on rental and market housing
- Analyzes and presents accurate quarterly and annual financial results by company, consolidated, project and department
 - IRR
 - EBITDA
- Establishes and coordinates monthly reporting of departmental and corporate KPIs
- Establishes and coordinates monthly reporting of Balanced Scorecard by department as well as for the organization as a whole

Risk Management

- Understands and mitigates key elements of the company's risk profile
- Monitors all open legal issues involving the company and legal issues affecting the industry
- Maintains appropriate insurance coverage



- Ensures record keeping meets requirements of external accountants and government agencies
- Reports any risk issues to the executive management team

Shareholder Reporting

- Reports on shareholder returns
- Optimizes shareholder capital deployment

Opportunities

- Understands the company's strengths and weaknesses
- Analyzes the opportunity for vertical integration and/or streamlining of current structure
- Analysis of capital deployment
 - Purchase of equipment vs. lease
 - Purchase of other entities and valuations
- Identifies opportunities around tax strategy
- Analyzes and optimizes capital stack and integrating it with current and future projects

Supervisory Responsibilities

- Director of Accounting & Property Management

Qualifications, Skills, and Attributes:

- BSc/BA in Accounting, Finance or relevant field and Professional Accounting Designation; MSc/MBA an asset
 - Minimum of 5 years of proven experience as CFO, or experience in a more progressive comparable role
 - Experience with family owned and managed business is an asset
 - In depth knowledge of corporate financial law and risk management practices
 - Excellent knowledge of data analysis and forecasting methods
 - Strong business and financial acumen
 - Proficient in the use of MS Office and accounting cost management softwares
 - Demonstrated leadership and people management skills
 - Excellent written and verbal communication skills with the ability to build relationships that connect and influence a diverse group of individuals with varied levels of financial/business backgrounds
 - An analytical mind with strong problem-solving skills and comfortable with numbers
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Limitations & Disclaimer:

The above position description is meant to describe the general nature and level of work to be performed by the individual in the position. It is not intended to be construed as an exhaustive list of all knowledge, skills, abilities, responsibilities, duties, physical job demands, and working conditions associated with the position.