

1. Job Title: Director of Finance

1.1 Reports to: Chief Executive Officer

1.2 Is reported to by: All finance team members

2. Job Description

2.1 Summary of Position

The Director of Finance (DoF) oversees all aspects of the company's finances. As a Senior Manager, the DoF provides critical input into the organization's daily operations, as well as short- and long-term corporate planning.

2.2 Responsibilities:

Director of Finance

As the Director of Finance, the DoF will:

Oversee all accounting functions, including monthly, quarterly, and annual close processes, reporting, and planning.

Direct accounts payable, payroll processing, and other administrative functions.

Oversee the company's ERP system and support ERP transaction optimization.

Manage employee benefits plans and corporate insurance policies.

Cultivate strong relationships with financial institutions, external accountants, benefits brokers, and insurance providers.

Lead, mentor, and develop the finance team.

Perform other duties as required.

Senior Manager

As a member of the Senior Management team, the DoF will:

Participate in weekly management stand-ups and Finance Committee meetings.

Contribute to monthly on-site and off-site management meetings and Change Management meetings.

Contribute to quarterly Senior Management strategy sessions.

Engage in annual business planning and preparations for the Board of Directors AGM.

Perform other duties as required.

Finance Committee Chair

As the Chair of the Finance Committee, the DoF will:

Set meeting cadence, agendas, and schedules.

Maintain meeting minutes and documentation.

Provide budget oversight, analysis, and reporting for projects, capital expenditures, and operational expenses.

Perform other duties as required.

2.3 Authority:

DoF is a member of Quester Tangent's Operational Management Team.

3. Pre-requisites

3.1 Qualifications:

- Bachelor's degree in accounting, finance, or a related field (required).
- CPA designation with 10+ years post-designation experience (required).
- 10+ years ERP systems and financial software experience (required).

- Experience in manufacturing industry operations and business process management.
- Proficiency in USD and international financial management.
- Leadership experience managing and mentoring finance teams.
- Strong analytical and problem-solving skills.
- High attention to detail and integrity in financial reporting and compliance.