

Position	Corporate Financial Officer
Reports to	<i>President & CEO</i>
Salary Band	<i>\$65,000 - \$80,000</i>

Job purpose

The Corporate Financial Officer acts as a member of the Executive Team reporting to the President and CEO. The Corporate Financial Officer provides strategic financial acumen, planning and forward thinking to ensure continued success for the company. Leadership, adrenaline and the ability to see the “big picture” are key attributes for the successful candidate in this senior leadership role.

Duties and responsibilities

Overseeing and working with the Finance Coordinator:

- Accountable for maintenance of timely and accurate financial statements in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure sound financial controls, processes and policies designed to safeguard the assets and business dealings of the company
- Ensure that all statutory requirements of the organization are met including, Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax, Employer Health Tax
- Oversee the preparation of all supporting information for the annual audit and liaise with external auditors as necessary
- Document and maintain complete and accurate supporting information for all financial transactions
- Accountable for maintenance of financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Reconcile bank and investment accounts
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy

- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Develop and manage an effective costing system for the business
- Create financial models analyzing strategic business decision.
- Administrator of corporate bank account

Budget preparation

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the President and senior management team
- Assist Managers with the preparation of budgets for funding applications
- Oversee and manage a monthly and quarterly budget reporting process

Project management accounting

- Maintain financial records for each project in a manner that facilitates management reports
- Provide accurate and timely reporting on the financial activity of individual projects

Information Technology

- Evaluate the need for new technology to meet the organization's financial data processing, control, reporting requirements and staff IT needs
- Advise on appropriate technology that meets the organization's information requirements and financial resources
- Oversee the financial software program (Sage 50)

Risk management, Business Continuity and Insurance

- Develop, implement and monitor risk management policies and procedures to ensure that program and organizational risks are minimized
- Advise the organization's leadership on appropriate insurance coverage for the organization
- Manage the company's insurance policies and continue to ensure the proper policies are in place and seek cost savings where possible
- Negotiate with the Bank for lines of credit or other financial services as required and appropriate
- Ensure the company retains bonding
- In conjunction with the executive team develop and maintain business continuity plans for the company and key positions

- Liaise with corporate solicitors for RFP proposal development, contract negotiations and lease agreements

Office Administration

- Oversee and supervise the administrative function of the organization
- Oversee the management of all leases, contracts and other financial commitments
- Monitor overhead costs of the Loomex corporate facility

Human Resources

- Monitor all legislation relevant to the organization (employment standards, occupation health and safety, human rights, etc.) and all regulations on professional certification to ensure that the organization is compliant
- Create and maintain job descriptions
- Maintain wages, processes, create and maintain salary grids
- Oversee the payroll program and processes
- Manage the recruiting, job interviews and hiring process
- Manage the performance appraisal process
- Maintain secure employee files
- Manage the company's health spending accounts program
- Maintain Policy and Procedures Manuals

Strategic Plan

- Content provider and implementation of Strategic plan
- Monitor the implementation of the Strategic Plan, make recommendations for successful integration to corporation.

Corporate Equipment and Vehicles

- Ensure vehicles are properly insured and licenced
- Keep employee driver list current
- Perform periodic driver abstract checks
- Assist client departments with the sale and or purchases of equipment

RFP Proposals, Submission and Acquisitions

- Work with the Executive team on development and submission of RFPs and proposals.

Qualifications

- Knowledge of generally accepted accounting principles (GAAP) as well as accounting processes and systems

- Knowledge of provincial legislation on Employment Standards, Occupational Health and Safety, and Human Rights
- Knowledge of ERP systems and their implementation
- Demonstrated experience in working with small/medium size fast-growing companies
- High ethical standards and the ability to handle sensitive and confidential information
- Highly organized and able to manage multiple simultaneous priorities

Education Requirements:

- University degree or college diploma in Accounting, Commerce, or Business Management/Administration

Professional Designation

- Certified Professional Accountant (Chartered Accountant, Certified General Accountant, or Certified Management Accountant) designation is a requirement

Experience:

- Accounting: 5 years (Preferred)
- Finance: 5 years (Preferred)

Working conditions

Work is performed in an office environment and employee shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking.

Approved by:	<i>Trent Gervais, President & CEO</i>
Date approved:	<i>January 10, 2019</i>
Reviewed:	