



DIRECTOR OF FINANCE

Who We Are

Community Land Trust Group of Societies (CLT) is a non-profit, social purpose real estate developer whose purpose is to create, preserve and steward permanently affordable homes in diverse and mixed-income communities. We are owned by the Co-operative Housing Federation of BC (CHF BC) and are responsible to grow the stock of permanently affordable homes so that low and middle-income residents – including those who are marginalized and at-risk – can secure and sustain their homes, enrich our communities, & continue to build the collective social wealth.

Who We Are Looking For

We are currently looking for a highly analytical Director of Finance who will be responsible for the organization's finance and accounting functions including planning, implementing, and managing all financial activities. The role will be responsible for all aspects of Financial Management, including maintaining data and accuracy using accounting systems, cash management, financial reporting, coordination of the budgeting process, and completing statutory/regulatory compliance/reporting. The successful candidate will not only be an accomplished accountant and proactive with company finances but will also be commercially aware and provide advice on the best path of growth for our business.

The ideal candidate will also be an excellent communicator with outstanding interpersonal and leadership abilities. Your ultimate goal will be to guide the company towards financial sustainability and success.

Key Responsibilities

Primary Responsibilities:

- Develop and consolidate the Corporate Budget for the organization and all its entities
- Prepare monthly financial statements for all entities (Income statement, balance sheet, Trial Balance, Cash flows, etc.)
- Report the financial performance to the Management team by presenting the financial statements at various intervals
- Develop and implement accounting policies, procedures, and systems to ensure company financial information is fairly stated
- Evaluate the effectiveness of existing financial policies/practices and recommend measures for process improvements.
- Monitor debt covenants and identify new borrowing opportunities
- Analyze Cash flow trends and recommend strategic measures for Cash Management
- Recognize patterns in company spending, and revenue, and recommend solutions to any problem areas.

- Prepare financial proposals and a business case study to secure financing for new development projects
- Support the external auditors in completing the year-end audit. This will involve preparing various reports and presenting the audit findings to the Management team.
- Supervise the work of accounting staff to ensure all accounting and financial reporting activities are completed on an accurate and timely basis
- Provide coaching, mentorship, and training to the Finance team
- Develop supportive relationships with colleagues using collaborative, cross-functional, strategic relationships to facilitate the accomplishment of financial objectives.

Education and Experience:

- University Degree in Finance
- Certified Accountant (CPA, or equivalent) designation
- 10+ years of progressive professional accounting experience, experience in construction and real estate development industries is desirable
- Experience reporting to a Non-Profit Board
- Strong Budgeting skills
- Exemplary leadership skills
- Self-motivated, self-starter, and highly proactive
- Experience with leading or managing internal and external teams
- Strong planning, organizational, and facilitation skills
- Strong verbal and written presentation skills including the ability to communicate complex ideas in a simple way and tailor key messages and presentation styles to multiple audiences
- Highly collaborative and can operate with a high level of authenticity and transparency
- Judgment and decision-making ability
- Attention to detail and accuracy
- Time management skills with a keen ability to multi-task and prioritize
- Proven ability in a deadline-driven environment
- Knowledge of Microsoft products (Excel, Word, PowerPoint, etc.)

Salary commensurate with experience. Additionally, we offer a comprehensive benefits package including retirement and education allowances.

The ability to travel is required.

Please send your resume and cover letter outlining your background and why you want a career in the Community Housing Sector to careers@cltrust.ca.