



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 responsible to grow the stock of affordable homes for low and middle-income residents – including those who are marginalized and at risk.

Who We Are Looking For

We are looking for a Director of Finance who will be responsible for planning, implementing, and managing all financial activities. The successful candidate will be responsible for the effective financial management of the organization, including maintaining data, cash management, financial reporting, budgeting, and statutory/regulatory compliance/reporting. The successful candidate will be an accomplished, proactive financial professional able to provide advice on the best path of growth for the organization.

The ideal candidate will be an excellent communicator with outstanding interpersonal and leadership abilities.

Key Responsibilities

Primary Responsibilities:

- Develop and consolidate the Corporate Budget for the organization and all its entities
- Prepare monthly financial statements for all entities
- Quarterly reporting packages for all entities
- Review financial performance with the Management team
- Develop and implement accounting policies, procedures, and systems
- Evaluate and improve the effectiveness of existing financial policies/practices
- 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 improvements
- Prepare financial proposals and business cases to secure financing for new development projects and acquisitions
- Support the external auditors in completing the year-end audit
- Supervise the work of accounting staff to maintain expected standards
- Provide coaching, mentorship, and training to the Finance team
- Develop supportive, collaborative relationships with colleagues

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
- Strong Budgeting skills

Skills and Abilities:

- Experience reporting to a Non-Profit Board
- Exemplary leadership skills: Highly collaborative and operate with authenticity and transparency
- Self-motivated and highly proactive
- 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 messages and presentation styles to multiple audiences
- Time management skills for self and team
- Proven ability in a deadline-driven environment
- Knowledge of Microsoft products (Excel, Word, PowerPoint, etc.)

WORKING REQUIREMENTS

- Travel is required in the lower mainland
- If required, the ability to work outside of this role's regularly scheduled workweek (i.e. statutory holidays and evenings.)
- Ability to meet intensive and changing deadlines
- Flexibility to work in the office for all the days in a week.

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

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.