

Employment – Director of Finance

Title

Director of Finance (DOF)

Reports To

President and Chief Executive Officer (CEO)

Summary

As a key member of the Executive Management team, the Director of Finance (DOF) will report to the President/CEO and assume a strategic role in the overall management of both Unit Electrical Engineering Ltd.(UEE) and Wisner and Rawlings Electric Ltd. (WRE). As a member of the senior leadership team, the DOF will be an advisor to the Managers and Supervisors of all departments.

The DOF will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the two organization. This will include direct responsibility for accounting, finance, job costing, investor relationships compliance and private and institutional financing.

The DOF position is accountable for the administrative, financial, and risk management operations of both organizations and the ongoing development and monitoring of control systems designed to preserve each company's assets and report accurate financial results. Principal accountabilities to both organizations are:

Planning

- 1) Assist in supporting tactical initiatives
- 2) Provide executive management with advice on the financial implications of business activities
- 3) Develop financial strategies
- 4) Manage the capital request and budgeting processes

Operations

- 1) Participate in key decisions as a member of the executive management team
- 2) Maintain in-depth relations with all members of the management team
- 3) Manage the accounting, investor relations, legal, tax, and treasury functions.

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- 4) Oversee the financial operations of all subsidiary companies.
- 5) Oversee the company's transaction processing systems

Financial Information

- 1) Oversee the issuance of financial information
- 2) Manage processes for financial forecasting, budgets and consolidation and reporting to the Company
- 3) Report financial results to the board of directors

Risk Management

- 1) Understand and mitigate key elements of each company's risk profile
- 2) Monitor all open legal issues involving each company, and legal issues affecting their industries
- 3) Construct and monitor reliable control systems
- 4) Ensure that both organizations comply with all legal and regulatory requirements
- 5) Ensure that record keeping meets the requirements of auditors and government agencies
- 6) Report risk issues to the President/CEO and the board of directors
- 7) Maintain relations with external auditors and investigate their findings and recommendations

Funding

- 1) Monitor cash balances and cash forecasts
- 2) Arrange for debt and equity financing

Third Parties

- 1) Maintain banking relationships

Core Competencies

- Strong interpersonal skills, ability to communicate and manage well at all levels of the organizations and with staff at remote locations essential.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Coaching and Mentoring
- Communication
- Energy & Stress
- Team Work

Job Duties

- Overall responsibility for the accounting operations including journal entries, payroll, accounts payable, accounts receivable and statutory reporting.
- Prepare, analyze and present monthly, quarterly and annual operating results.
- External reporting to financial institutions, ensuring that all reporting requirements are met.
- Establish and maintain appropriate internal control safeguards.
- Interact with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations.
- Work with all departments to define, measure, analyze, improve and control current processes which impact customer quality and influence internal operating efficiency.
- Develop tools and systems to provide critical financial and operational information to the CEO and make actionable recommendations on both strategy and operations.
- Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.
- Working with the bank, issuance of all performance and warranty letters of credit ensuring the terms and conditions of contracts are adhered to.
- Review and acceptance of customer letters of credit issued to the Company for payment.
- Submittal of letter of credit claims for payment.
- Dual authority to approve EFT transactions for payroll, expense claims and payments to vendors.
- Process all milestone invoices.
- Process manufacturing invoices over \$250,000.
- Establish and monitor internal controls to ensure that accounting activities are in accordance with established legal regulatory and company policies and procedures.
- Manage research and development program for CCRA and accounting requirements.
- Responsible for the accuracy and timeliness of financial information.
- Provides advice and guidance on all accounting matters including financial systems, record keeping, analysis, and reporting.
- Sets the priorities within accounting group.
- All other financial reporting to various companies and agencies (Insurance, Stats Can, etc.).
- Assists in the review of contracts.
- Assigns and authorizes cheques, purchase orders and invoices.
- Other related duties and required or assigned.

Requirements

- University degree in Business/Accounting, with advanced degree or professional accounting designation (such as CA, CPA, CGA, CMA) preferred.
- Extensive experience and knowledge of all aspects of corporate accounting and financial management.

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- Thorough knowledge of all relevant Federal, Provincial and local requirements regarding financial records.
- Proficient communication, interpersonal and organizational skills are vital to the role.
- Financial analysis, budgeting and some strategic planning experience
- Knowledge of accounting principles, practices and applications
- Knowledge of budget preparation and analysis techniques
- Advanced knowledge of MS Office and Excel
- Management and supervisory experience
- Professional written and verbal communication skills
- Good problem solving skills and the ability to make the necessary decisions to move forward the work at hand
- Knowledge of ERP computer systems an asset
- Excellent leadership, communication, presentation, problem solving and organizational skills are essential.
- Ability to adapt to and learn new software
- Able to work efficiently as a part of a team as well as independently
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Able to work well under pressure and meet set deadlines
- Good organizational, time management and prioritizing skills
- Ability to interpret and implement company policies and procedures
- Attention to detail in all areas of work

Working Conditions

- Travel may be required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.