

Director of Finance Victoria, BC (Contract)

Chemistry Consulting Group has been retained by Van Isle Water Services to search for a **Director of Finance** to cover a maternity leave. This position is responsible for overseeing all Accounting and Finance operations within the organization as well as participating in overall business plan strategy. Reporting directly to the President/Owner, the Director of Finance will play an instrumental role in the continued growth and development of Van Isle Water Services.

Founded in 1972 and based in Victoria, Van Isle Water Services Ltd is a wholly Canadian owned & operated distributor of water movement and treatment products. Van Isle Water serves a diverse range of industries across western Canada such as, Water Well & Waste Water pumps and controls, Water Treatment and Filtration, Swimming pool and spa products.

Van Isle Water proudly operates 2 locations on Vancouver Island, and recently opened a new distribution warehouse on the lower mainland.

Required:

- Minimum of 5 years in a senior accounting and finance position
- Completion of a Canadian Accounting Designation (CPA/CMA/CGA)
- Extensive experience with Financial reporting, analysis, forecasting, budgets
- Experience managing full-cycle accounting
- Proficient with various software applications
- Confident in making recommendations to the President/Owner
- Strong strategic planning, problem solving and presentation skills
- Driven, determined and self-managed individual
- Fosters a collaborative and positive working environment

Sample of Responsibilities:

- Oversee all aspects of Accounting and Finance including A/P, A/R, cash, remittances, inventory, banking, GL, P&L, GST, PST, financial analysis, forecasting, reporting, preparation of financial statements, budgets and annual plans
- Manage Payroll, payroll liabilities, WCB calculations, and Group life Plans
- Prepare and manage year-end inventory process and maintain inventory database
- Oversee purchasing
- Provide general guidance and direction to the owner/President on all financial and accounting matters
- Develop and maintain reports for departments across the organization such as sales metrics and organizational KPI data
- In coordination with the President/Owner, develop and implement new tools to improve profitability, identify areas for cost reductions, and increase GP
- Manage two accounting and finance professionals

To be considered for this contractual opportunity, please submit a resume and cover letter clearly outlining your experiences and salary expectations by Noon on **Friday, December 21, 2018**

We thank you for your application and interest but only those suitably qualified will be contacted for further discussions.

Psychometric assessments may be administered as part of the recruitment process.

Van Isle Water Services

Director of Finance - Job Description

The Director of Finance will report to the President/Owner of Van Isle Water Service Ltd and will oversee all day-to-day Finance and Accounting functions, as well as managing several core areas within Operations. The Director of Finance will be participating in the development and implementation of business plans and strategies.

Day-to-Day Financial/Accounting and Operations:

- Oversee the daily operations of the finance department :
 - Prepares monthly, quarterly and annual financial statements and required financial analytics
 - Develops operating reports per department
 - Review financial results regularly with the President/Owner
- Manages the GL, cash, reconciliations, all banking and remittances
- Oversee all Accounts Payable and Receivables
- Develop and implement necessary controls to maintain integrity and accuracy of information
- Work with each department to determine budgets and annual plans
- Approves government remittances (e.g. GST)
- Partner with third party Accounting firm as required
- Manage a team of 2 Accounting/Finance professionals providing coaching, training, and mentoring
- Implement divisions for income reporting purposes and provide P&L for each division
- Develop and maintain Customer database
- Oversees all Purchasing for the organization, managing all vendor negotiations, RFP's and selection process
- Responsible for Records Management

Strategic Financial:

- Develop a Reporting tool to deliver KPI's and Metrics data on a monthly, quarterly and annual basis
 - Provide Sales team with KPI and metrics data broken out by territory and by sales person
- Provide recommendations to each department and the President/Owner to identify areas for cost reductions, increased profitability and GP
- Identify any risk to the organization
- In coordination with the President/Owner, participates in the development of financial planning strategies
- Develop a bonus, staff incentive plan
- Working with a third party, oversee audit process
- Manage Adhoc financial projects as required

Policy & Procedure Development:

- Assists with developing policies and procedures related to Purchasing, Warranties and POP

- Oversee the development and implementation of a Human Resources/Employee policy Manual

Annual Budget:

- In partnership with the President/Owner, develop annual business and operating plans and budgets
- Manage the budgeting process and provide guidance and support to department managers
- Prepare final compiled budget for the President/Owner

Payroll:

- Oversee the management of payroll for all employees
- Reconcile transactions such as benefits and payroll accounts
- Submit payroll remittances including WCB
- Issue T4 statements annually
- Oversee the implementation of Direct Deposit partnering with the selected vendor (ADP or Ceridian TBD)

Information Technology:

- Utilizing NetSuite, provide training to Accounting/Finance team and Management as required
- Assist in the purchasing of equipment as required

Working Conditions

- Office environment
- Full-time, permanent position, reporting Directly to the President/Owner
- Working hours are typically Mondays to Fridays, 8:00 a.m. to 5:00 p.m. with a 60-minute unpaid lunch break

Experience and Education

- Canadian Accounting Designation Required (CPA/CMA is ideal, will consider CGA)
- Minimum of 5 years related experience in a senior finance position
- **Hands-on experience using NetSuite ERP software is a must**
- Proficient with various software applications such as Microsoft Office (Word, Excel, PowerPoint) and MS Business Solutions
- Experience compiling and interpreting data, preparing budgets and statistical analysis
- Strong experience in full cycle accounting
- Experience researching, analyzing, interpreting, evaluating and developing solutions using complex data, to produce recommendations to the President/Owner
- Experience developing and preparing various written reports, analysis, forecasting, presentations

Knowledge, Skills, and Abilities

- Thorough knowledge of principles and best practices of full-cycle accounting
- Working knowledge of financial accounting, reporting and control systems
- Excellent communication, strategic planning, negotiation, problem solving and presentation skills
- Strong team player
- Excellent analytical skills
- Ability to lead, train and develop a team
- Ability to develop and implement departmental KPI's and Metrics
- Ability to research, analyze and merge complex subject matter to summarize, identify issues and trends, and generate recommendations in a language suitable to the audience
- Ability to develop and maintain positive relationships both internally and externally
- Ability to plan, organize, and effectively manage workload while meeting deadlines
- Ability to learn new software or technology platforms quickly
- Ability to develop and maintain complex spreadsheets and tracking systems within MS Excel
- Ability to develop and implement policies and procedures