



Chief Financial Officer Job Description

FairTradeWorks is a construction project management service for residential and commercial clients who are building new structures or renovating. Our portfolio is vast and ranges from the smallest bathroom renovation projects, to brand new luxury homes, to multifamily developments. Our goal is to make building and renovating enjoyable as well as successful and we need team members who want to assist in our long-term goal of being our client's construction brand for life.

We don't like to say we just 'work' at **FairTradeWorks**, it's much more than that. Here at **FairTradeWorks** we are disruptors in the industry, we don't just get through our workdays by being ordinary. We challenge our team to be the best at what they do. We invite only people who love to be the best they can be, who want to engage others and think out of the box.

A **FairTradeWorks** Chief Financial Officer (CFO) will provide financial leadership to support the needs of **FairTradeWorks** rapidly growing business. The role requires a leader who will oversee all accounting and financial activities, facilitate and execute long-term financial planning, develop and track Key Performance Indicators (KPIs), manage all financing activities and be responsible investor relations.

Responsibilities and Duties:

Duties below are required for both British Columbia and Ontario

- Execute the financial strategies of the company
- Manage financial controls and accounting procedures
- Ensure full transparency over the financial performance of the company
- Provide advice on how to increase revenue and reduce costs
- Provide leadership for the development of corporate strategic financial planning and analysis of all activities and projects, including objectives and strategy for all activities and targeted markets
- Responsible for the overall management of the finance team providing coaching, leadership and assistance with resources and strategy developments
- Work with Human Resources to build out the finance team
- Develop and oversee budgets, financial models, financial analysis, and analyze trends to prepare forecasts and reports as well as analyze data against key performance indicators
- Drive process improvement and identify opportunities for income maximization and cost savings
- Oversee preparation and maintenance of timely and accurate financial statements and records (monthly, quarterly, and year-end)
- Effectively and clearly communicate potential risks in a timely manner
- Maintain speed and accuracy of billing and client payments
- Coordinate and produce all tax documents as required
- Manage/comply with both British Columbia and Ontario law
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Additional controller duties as necessary
- Educate on and enforce **FairTradeWorks** brand expectations daily
- Work overtime and weekends when required



Requirements & Qualifications

- Bachelor's Degree in accounting, finance or related fields (MBA preferred)
- Professional accounting designation (CA, CMA or CPA)
- 10+ years' experience in a senior financial managerial position
- Advanced computer skills, including proficiency in MS office and Microsoft Dynamics SL financial reporting software
- Exceptional communication skills
- Results – oriented, strategic thinker and planner
- Experience as a financial controller
- Thorough knowledge of accounting principles and procedures
- Experience creating financial statements
- Excellent accounting software user and administrative skills

Other Skills and Abilities: Integrity and high commitment are essential in this position. As is being open minded, client care oriented while still maintaining a strong business sense. Proficient in Microsoft Office applications especially excel, superior organizational skills, CRM experience a plus.

Mathematical Skills: Above average mathematical skills are necessary for this position along with report compilation.

Language Skills: Ability to read and comprehend advanced communications as well as short yet professional and concise correspondence.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for extended periods. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Position Competencies:

- Creative
- Fast Learner/ Ambitious
- Detail Orientated/ Fast mover
- Solutions Minded/ Quick thinker
- Extremely hard working and self-driven
- Enthusiasm/ Initiative
- Analytical Skills/ Problem Solving
- Flexibility/Adaptability
- Team Skills/ Strong Leader
- Organizing/Planning Ability
- Sound reasoning skills



- Persuasive Techniques/ Excellent communicator
- Business acumen/ Extremely hard working and self-driven
- Passion for Construction & development
- Honest and straight forward
- Find a positive, swift and cost-effective solution to all problematic situations and daily hurdles

WORKING CONDITIONS

- Appearances must always represent the company image
- Work area is exposed to moderate noise levels
- Works closely with staff at headquarters, vendors, clients who call or visit, visitors, and personnel
- Fast-paced environment: subject to numerous schedule and priority changes and short notice activities
- Follow specific corporate policies, procedures, rules and regulations without question

PRE-EMPLOYMENT REQUIREMENTS

- Candidates selected for interview must be able to pass a simple pre-employment excel test
- Candidates selected for hire must be able to pass a pre-employment police background check

RELATIONSHIPS: Reports to: President

Additional Duties: This job description in no way states or implies that these are the only duties to be performed. The incumbent will be expected to follow any other job-related instructions and to perform other job-related duties as requested by the supervisor.