



Heidi Headhunting

I am searching on behalf of my client for a Finance Manager. This role is part of the leadership team of a progressive company. The Finance Manager responsible for overseeing the financial health of the organization, ensuring effective financial management, strategic planning, and compliance. This role requires an individual with a high degree of integrity and comprehensive financial expertise.

Responsibilities:

1. Financial Reporting and Analysis:

- Develop, implement, and maintain internal controls to safeguard company assets.
- Identify financial risks and recommend mitigation strategies.
- Ensure compliance with corporate policies and regulatory requirements.
- Prepare and submit bank compliance reports as required by regulatory authorities or financial institutions.
- Ensure adherence to bank covenants and reporting requirements.
- Lead the annual budgeting process, including preparation, consolidation, and review of departmental budgets.
- Monitor and report on budget variances, implementing corrective actions where necessary.
- Lead and oversee month-end, quarter-end, and year-end close processes.
- Ensure timely and accurate preparation of working papers and reconciliations.
- Coordinate with external accountants and auditors during annual audits and reviews.

2. Cash Flow Management:

- Oversee accounts payable and accounts receivable functions.
- Monitor collections and manage working capital effectively.
- Ensure vendor payments are processed accurately and on time.
- Coordinate corporate tax filings with external advisors.
- Ensure compliance with federal, provincial, and industry-specific regulations.
- Oversee the preparation and submission of GST and PST remittances, ensuring timely and accurate filings.
- Maintain up-to-date knowledge of GST and PST regulations and ensure compliance.
- Manage and authorize wire transfers, ensuring accuracy, timeliness and record management.
- Oversee reconciliation of bank accounts and credit card accounts monthly.
- Investigate and resolve discrepancies promptly.

3. Cost Accounting and Operational Analysis

- Lead cost accounting processes and ensure accurate tracking and reporting of product, project, and operational costs.
 - Develop and maintain cost allocation methodologies for direct labour, materials, overhead, and shared costs.
 - Analyze actual versus budgeted and standard versus actual costs, identifying significant variances and recommending corrective actions.
 - Monitor job, project, production, and operational costs to assess profitability and performance.
 - Partner with operations and leadership to identify cost drivers, improve margins, and implement cost reduction initiatives.
 - Provide cost and margin analysis to support pricing, quoting, capital investment, and strategic business decisions.
4. Payroll and Benefits Management:
- Manage bi-weekly payroll process, ensuring accurate and timely payments to employees.
 - Administer the company's employee benefits program.
 - Ensure compliance with payroll laws and regulations.
 - Calculate sales commissions ensuring accuracy for payroll.
 - Review and analyze employee timesheets for accuracy and completeness.
5. Financial Systems and Team Leadership:
- Oversee the implementation and maintenance of financial systems and processes to enhance efficiency and accuracy.
 - Ensure integrity of financial data through effective system controls and process improvements.
 - Lead, mentor, and develop the finance team, fostering a culture of high performance and continuous improvement.
 - Work closely with the leadership team on strategic planning, capital investments, and operational initiatives.
 - Provide financial analysis and recommendations to support business decisions.
 - Prepare forecasts and financial models to support growth initiatives.

Qualifications:

- Bachelor's degree in finance, Accounting, Business Administration, or a related field is an asset.
- Enrollment in the CPA program is an asset.
- Strong technical skills and able to work well with progressive software.
- Minimum of 5-10 years of progressive experience in finance with strong costing experience.
- In-depth knowledge of accounting standards.
- Proficiency in financial software.
- Demonstrated experience working well in teams and mentoring others.
- Analytical, strategic thinking, and problem-solving skills.
- Proven team management abilities.
- High attention to detail and accuracy, with a commitment to continuous improvement.
- Ability to work effectively under pressure and manage multiple priorities.

If this sounds like the role you have been looking for with a team of professionals that foster a positive, collaborative and strategic team environment please submit your resume to Heidi Neal, B. Comm. (Hons) at heidishandshelp@gmail.com. We thank all applicants, however only qualified candidates will be contacted.