

## **Chief Financial Officer (CFO) Key Duties and Responsibilities**

The Chief Financial Officer is a key member of our client's leadership team, and is responsible for overseeing all financial aspects of the organization in the construction services sector. This includes timely strategic financial planning, budgeting, forecasting, risk management, ensuring regulatory compliance and setting clear role expectations for the finance and accounting team inline with company objectives. The CFO provides timely insights and analysis to guide business decisions, manages capital structure and working capital, relationships with banks, investors, and auditors, and ensures the company's financial health aligns with its strategic objectives. In conjunction with the Controller, they lead the finance team, drive operational efficiency, and safeguard assets while supporting sustainable growth.

### **1. Financial Strategy and Leadership**

- Develop and execute financial strategies to support company growth, profitability, and long-term sustainability.
- Provide clear financial insights to ownership and the leadership team for strategic decision making.

### **2. Budgeting, Forecasting and Performance Management**

- Oversee preparation of annual budgets, cash flow forecasts, capital budgets and financial models.
- Monitor key performance indicators (KPIs) and ensure operational efficiency aligns with financial goals. (labour, debt management, operational costs, capital, AR, AP, working capital)

### **3. Financial Reporting and Compliance**

- Ensure timely and accurate financial statements in compliance with applicable accounting standards and regulations. Monthly financials to be completed by the 15th of every month.
- Manage audits, tax filings, and reporting requirements.
- Oversee cost accounting and job cost tracking for projects.

### **4. Risk Management and Internal Controls**

- Identify financial risks and implement controls to protect company assets.
- Oversee insurance coverage, credit management, and contract risk assessments.

### **5. Capital Management and Stakeholder Relations**

- Manage capital structure and relationships with banks, investors, and other financial partners.
- Optimize working capital, financing arrangements, and investment opportunities.

## **Responsibilities:**

- In partnership with Ownership, supports the development of the strategic plan and executes the financial priorities to achieve the business objectives.
- Creates and manages dashboards for critical operational Key Performance Indicators (KPIs) enabling effective analysis and pro-active recommendations to improve the businesses' performance.
- Monitors financial performance, by analyzing monthly, quarterly and annual results, comparing to business plans and priorities relative to budget, expense management, capital planning and production of cash flow projections/budgets.
- Prepares monthly budget proformas for all businesses by collecting, analyzing, and consolidating financial data, working in close collaboration with the Leadership, including Operations and Finance team members.
- Analyzes sales to identify trends and opportunities, recommending operating efficiencies, synergies, consolidation of resources, and economies of scale to ensure expense control and maximize profitability.
- Recruits, trains and coaches the finance and administrative teams, managing performance and employee relations to build a productive, positive team environment aligned with the organization's core values while enhancing culture.
- Fosters strong relationships and establishes a positive presence in all operations and while facilitating effective communication and services.
- Manages the day-to-day financial workflow and accounting operations within the organization, including payroll, financial reporting, tax and compliance functions to ensure robust internal controls that safeguard company assets and comply with all financial regulations, GAAP and legislation.
- Oversees the real estate property management and supports the Ownership with insurance and capital projects as required.
- Builds strong relationships with auditors, external accountants, suppliers, and regulatory agencies.
- Manages IS/IT systems support, staying current with technological advances and negotiates service contracts with providers (e.g. for preventive maintenance, IT services, etc.).
- Identifies and assesses risks and opportunities, researches market trends and economic factors to determine their impact on the businesses, and provides recommendations to ensure sustainable growth.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional associations.
- Other duties customarily performed by one holding the position of Chief Financial Officer in businesses that are in the construction services sector, and such other and unrelated duties as may be assigned from time to time.

**Required Education, Skills and Qualifications:**

- Bachelors' degree in accounting, finance, or a related field is required
- CPA designation with a minimum of 5+ years of experience in a senior financial management role, partnering with executives on strategic initiatives
- Experience in construction industry, asset and property management, and IT systems preferred
- Proficiency in Office 365 and financial software including SAGE 50, SAGE Intacct
- Demonstrated leadership ability, with supervisory and team management responsibility
- Strong analytical skills and attention to detail with the ability to see the big picture after looking through the details
- Excellent communication and interpersonal skills
- Excels in a collaborative team environment building strong, productive relationships