

Position Profile

Chief Financial Officer

Reports To: Chief Operating Officer

Organization: Kerkhoff: Develop-Build

Compensation: \$200,000 + Bonus

ABOUT KERKHOFF: DEVELOP - BUILD

Kerkhoff: Develop-Build ("Kerkhoff") is a renowned industry leader with over five decades of experience in positively transforming communities through development and construction. Kerkhoff is built on a foundation of integrity and rooted in a commitment to deliver quality projects and service, they add value to the local communities through their people and over five decades of experience. Kerkhoff is one of the few BC developers to have construction in-house, allowing them to have a seamless stream of consistent collaboration, always fueling new ideas and new perspectives. Specializing in mixed-use multi-family residential and commercial developments, they employ a mix of wood-frame and concrete construction methods. Kerkhoff's mission over the next decade is to create value by developing environmentally and socially responsible communities that provide new homes for 1,000 families annually. If you aspire to contribute to a team dedicated to excellence in development and construction, Kerkhoff is the perfect environment for you to thrive.

ABOUT THE CHIEF FINANCIAL OFFICER

The Chief Financial Officer ("CFO") is a key strategic member within the Leadership Team and will be responsible for adding direct value to the business through strategic planning and visioning from a financial perspective. The CFO will be responsible for leading the finance, accounting and cash management strategies and functions for the company and maintaining best practices in those areas.

The individual within this position must be able to oversee the Accounting, Human Resources (HR) and Information Technology (IT) departments, and have exceptional leadership, communication, emotional intelligence, and managerial skills that builds trust and confidence. They will be a strategic thought leader, anticipating opportunities as well as risks, and can make decisions and accommodate change in both an independent and collaborative manner. Experience in the development and construction industries and knowledge Spectrum and Procore software, are considered valuable additions.

KEY ACCOUNTABILITIES

FINANCE

- Leads the financing and cash management strategies and functions.
- Appraises the financial position and provides strategic advice to senior management.
- Prepares short and long-range business plans, including projections of taxable income and recommended tax strategies.
- Maintain overall responsibility for short and long-range cashflow projections.
- Oversees cash management (i.e. signing cheques, making money transfers, etc.) and prudently sets up accounts so as to maximize the benefit of cash in any/all bank accounts at any given time.
- Negotiates loan and leasing agreements.
- Responsible for bank covenant compliance
- Maintains effective working relationships with banking institutions and other external stakeholders.
- Has overall responsibility for all process improvement projects related to finance, accounting and IT.

ACCOUNTING

- Provides oversight, direction and leadership of the day-to-day accounting as necessary.
- Has overall responsibility for financial reporting, including year-end reporting and corporate compliance, as well as effective audit controls.
- Conducts financial analysis to identify trends, risks, and opportunities for improvement.
- Responsible for annual corporate budgets.
- Works with operations personnel to conduct financial reviews of project specific budgets, cashflow and projection reporting.
- Coordinates with external Tax Specialist for T2 filings and year-end processes.

RISK MANAGEMENT AND COMPLIANCE

- Manages financial risks by implementing effective internal controls and procedures.
- Ensures compliance with all relevant regulations, laws, and accounting standards.
- Oversees tax planning and compliance activities.

INFORMATION TECHNOLOGY

- Responsible for oversight of effective and efficient IT infrastructure, including aligning hardware and software strategies with the strategic plan.
- Collaborates with IT staff to support business objectives and innovation.

HUMAN RESOURCES

- Oversees the human resource department and ensure alignment with strategic plan.
- Oversees payroll processes managed by others in the department, ensuring accuracy, compliance, and timely processing.
- Responsible for Employee Policies and compliance with legislation, including the Employment Standards Act and Worksafe BC.
- Collaborates with others operational leads in the areas of salaried staff compensation principals and annual reviews.
- Acts as liaison with legal counsel for all employment or contract related issues.

ADMINISTRATION

- Establishes goals for the Finance, Accounting, HR, and IT Departments and implement each year.
- Hires, trains, develops, and manages all direct reports in finance, accounting, and HR and sets standards for performance; assesses performance and provides feedback on a regular basis.
- Responsible for corporate insurance including business, liability, property, and equipment.
- Collaborates with operational leads to maintain records on business licenses, home warranty underwriting and policies, HPO Builder/Developer licenses, and the like.
- Projects as assigned by the President and or the Chief Operating Officer

EDUCATION AND EXPERIENCE REQUIREMENTS

As part of the Leadership Team, you will have demonstrated success in leading, developing and enhancing financial strategies. You will also possess a collaborative leadership style and have demonstrated the skills, the drive and the commitment to support employees in all areas and lead the team through change. The successful candidate must be a designated professional (CPA) with a minimum of 10 years post-qualification experience. Your professional history will include a proven track record of successfully managing a team with diverse experience, styles, and backgrounds. Knowledge and a demonstrated background in construction and/or development would be an asset.

Competency Requirements

As a member of the Leadership Team, the CFO is responsible for ensuring that the organization maintains a viable financial position. Given the Leadership Team will be relying on the technical skills and experience of the incumbent in this role, candidates must be able to demonstrate the following technical competencies:

- **Leadership** - Strong leadership skills to lead the team and organization.
- **Business Acumen** — Strategically direct the organization, broadly weighing internal and external perspectives.

- **Strategic Thinking** — Create and express the vision for change.
- **Ethical Conduct** – Demonstrates the highest level of ethical standards -- Uphold a high standard of fairness and ethics in everyday words and actions.
- **Financial Management** – Advanced understanding of financial concepts and processes
- **Communication** – Communicates strategically and efficiently both written and verbally.
- **Personal Effectiveness** – Demonstrate the commitment to establish effective job performance.
- **Time Management** – Understand time management techniques to meet tight deadlines and promote effective use of time.
- **Thoroughness** - Diligently attends to details and pursues quality in accomplishing tasks.
- **Emotional Intelligence** – Strong emotional intelligence (EQ) and self awareness.

This role will appeal to an individual who possesses outstanding communication skills and strong leadership capabilities while maintaining an excellent eye for detail. The successful candidate will be a pro-active, motivated, flexible, and team-orientated individual who displays a confident, trusted, and transparent style.

YOU WILL LOVE IT HERE IF YOU:

- Value your teammates, and our clients, financial partners, consultants, subtrades, suppliers and society as a whole. Everyone matters to you, and you treat all with respect (#Respect).
- Walk it like you talk it, do the right thing, do things right, and do what you say. You emphasize win / win arrangements and being fair and reasonable all those you interact with (#Integrity).
- Take ownership, care about the work you are responsible for, don't pass the buck, and tenaciously get stuff done despite all odds. You see purpose in the role you fill and care but what you do a whole awful lot (#Care).
- Work hard, smart and together and collaborate and problem solve as a team while putting in the solo effort required to get stuff done and not let the team down (#Teamwork).
- Step up, be better every day, think of better ways of doing things, and innovate. You work smart and efficient, and you exceed expectations (#Self-Improvement).

Performance at Kerkhoff: Develop Build is evaluated within the framework of the Entrepreneurial Operating System (EOS). This system revolves around establishing clear annual goals and setting 90 day-priorities (termed rocks) aligned with achieving annual goals. At Kerkhoff, individuals collaborate with their direct managers to formulate quarterly rocks, which are subject to regular review. As a team member, you will work closely with the CEO and the management team to identify rocks that align with Kerkhoff's quarterly and annual objectives. These rocks are instrumental in propelling Kerkhoff towards the attainment of its strategic goals.

We ask those individuals with an interest in further exploring this exciting opportunity to kindly forward your resume to kam.ketler@mnp.ca. We appreciate the interest of all applicants, and only those selected for interviews will be contacted.

We kindly ask all applicants to apply through MNP's officially managed process and to avoid speculative approaches to Kerkhoff and its staff members. Conducting such an approach will not support your application.