

CHIEF FINANCIAL OFFICER

Diamond Hotels Management is committed to delivering exceptional, guest-centric hospitality experiences, supporting our associates in meaningful ways, positively impacting the communities in which we operate, and integrating sustainable tourism practices into every part of our business. Our Hotels and AquaTerra Restaurant offer leading meeting, conference and event spaces, award-winning dining and culinary services, and state-of-the-art recreational facilities. Headquartered in Kingston, Diamond Hotels Management Inc. owns and operates a portfolio of hotels and restaurants across Kingston and Sault Ste Marie, Ontario.

Reporting directly to the President, the Chief Financial Officer (CFO) is responsible for the overall financial leadership of Diamond Hotels Management Inc. This includes oversight of all financial operations across multiple entities, including five major franchised hotels, the Kingston Frontenacs Hockey Club, land holdings, commercial real estate companies, and any future ventures. The CFO will lead long-range financial planning, budgeting, risk management, and financial reporting, while also playing a key role in shaping the company's strategic direction and operational efficiency.

RESPONSIBILITIES

- Provide strategic financial leadership and advise ownership on systems and policies that support the company's goals.
- Develop and monitor performance measures aligned with the company's strategic objectives.
- Collaborate with ownership to update the business plan and deliver real-time financial reporting and analysis.
- Oversee all financial programs and systems, including budgeting, tax planning, and asset management.
- Lead financial and risk management operations, including the development of financial strategies and mitigation of key risks.
- Approve and manage revenue, expenditures, departmental budgets, and ledger maintenance.
- Conduct audits of financial policies and procedures across all divisions.
- Recommend and implement process improvements to enhance operational efficiency.
- Develop and maintain a reliable cash flow projection system and reporting mechanism.
- Analyze cash flow, cost controls, and financial statements to identify areas for improvement.
- Prepare monthly variance reports and cash flow forecasts.
- Establish and implement departmental goals, policies, and procedures.
- Provide financial and operational insights to ownership and make actionable recommendations.
- Support the development of annual objectives and manage relationships with external consultants and auditors.
- Oversee long-term budget planning and cost management in alignment with strategic goals.
- Prepare and present financial statements, schedules, and analyses on a monthly and annual basis.
- Participate in executive-level decision-making as a member of the senior leadership team.
- Promote a workplace culture that values equity, diversity, inclusion, and indigeneity in financial practices and leadership.
- Perform other duties and special projects as assigned to support the evolving needs of the organization.

SKILLS & QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or a related field is required.
- CPA designation (CA, CGA, or CMA) in good standing is mandatory.
- Minimum of five years in a CFO role, with hospitality sector experience considered a strong asset.
- Proven leadership, communication, and strategic planning skills
- Strong analytical skills with the ability to interpret complex financial data
- Demonstrated experience in budgeting, forecasting, and financial reporting
- High level of integrity, confidentiality, and accountability
- Strong work ethic and collaborative team spirit
- Excellent negotiation, conflict resolution, and people management skills
- Ability to manage multiple projects and meet tight deadlines
- Skilled in building and maintaining relationships with internal and external stakeholders
- Advanced proficiency in accounting software, spreadsheets, and Microsoft Office applications

BENEFITS

- Competitive Salary
- Time Off
- Health & Dental Benefits
- Collaborative and Inclusive Work Environment

PHYSICAL DEMANDS & WORK ENVIRONMENT

This role primarily involves desk-based work, including extended periods of sitting, computer use, and data entry. Occasional walking, standing, and reaching may be required. Visual focus and attention to detail are essential. The work environment is moderately quiet and follows a standard Monday to Friday schedule. Reasonable accommodations are available for individuals with disabilities.

We believe every employee should have the opportunity to participate and succeed. We recognize and celebrate the valuable differences among each of us, including race, religious beliefs, physical or mental disabilities, age, place of origin, marital status, family status, gender or gender identity and sexual orientation. If you require accommodation to complete the application process, please forward your resume to felicia.scaviarupi@mnp.ca