

United Active Living supports older adults in leading lives that are as full, active and healthy as possible regardless of age or physical condition. At their communities, you will find activities, programs and lifelong learning opportunities that are unique, innovative and focused on creative ways to promote active aging. With independent living, assisted living and memory care options, United puts you in charge of the way you age.

Position Overview

As a key leader in the organization, member of the executive team and someone who works directly with the Board of Directors, the Director of Finance and Information Technology will contribute to the overall vision, strategy, business planning and financial leadership of United Active Living.

The Director of Finance and Information Technology is responsible for the oversight and leadership of the company's accounting cycle, the preparation and analysis of financial statements and financial reports, the development, monitoring and reporting of the annual operating and capital budgets and business planning, the preparation of year end working papers for audit or review, and preparation of annual tax returns and any other tax related filings.

Duties and Responsibilities (general overview)

Financial Oversight and Reporting:

- Lead the development of key performance indicators, forward looking trends and other financial/business reports for the executive team and board of directors;
- Lead the development and presentation of the annual business plan, including operating and capital budgets and forecasted projections;
- Prepare a complete set of annual financial statements in accordance with generally accepted accounting principles;
- Ensure the company accounting procedures conform to generally accepted accounting principles;
- Develop a documented system of accounting and financial policies and procedures ensuring proper financial and process controls;
- Oversee cash management, cash flow and investment strategies;
- Oversee the company's debt portfolio and develop and manage the company's financing strategy, including debt and equity instruments
- Direct financial audits and provide recommendations for procedural improvements;
- Oversee tax compliance in consultation with external accountants;
- Development of metrics to analyze financial and organizational performance in comparison to historical results and market benchmarks.

Business Functions and Information Technology:

- Lead the development of a comprehensive integrated IT strategy;
- Lead the outsourced IT function including the development of strategic objectives, determining hardware and software requirements, and overseeing day to day support
- Work with department managers and corporate staff to align annual business plans with long term strategic plan
- Review of legal contracts and provide guidance to other team members;
- Development of long-term capital asset, inventory, and replacement reserve strategy;
- Development of annual risk mitigation plan and oversight of insurance policies and coverage.

Real Estate:

- Key leader in the development and implementation of United's growth and asset management strategy;
- Prepare project proformas and investment analysis criteria;
- Stay abreast of changes in market dynamics and recent market transactions;
- Develop and implement financing strategy for all future projects;
- Key contact for external consultants related to acquisitions, developments and asset management.

Other:

- Other duties and projects as assigned.

Qualifications

- Demonstrated ability to build collaborative relationships with internal and external parties and lead with credibility, integrity and trust while achieving results and fostering a positive team culture;
- A Bachelor of Commerce or Accounting degree with a CPA designation
- Minimum of 10 years' industry experience is required. An equivalent combination of education and relevant or transferable industry experience may be considered; Experience in the senior housing or hospitality/food industry; focusing on operations and cost management;
- Strong skills in the use of QuickBooks software is an asset;
- Proven expert level analytical, problem solving, management reporting and financial/business modelling skills is required;
- Proven ability to lead a team in a dynamic environment while ensuring company objectives and initiatives are met within the specific timelines;
- Proven ability to work with company leaders to ensure that the accounting function supports business operations;
- Excellent knowledge and application of MS office tools, particularly, Word, Excel, and PowerPoint;
- Strong asset management/inventory skills;
- Experience working at a leadership level and with a board of directors.

To apply for this role, please email your resume and cover letter to:

Tony Harvie, Managing Partner - CultureSmith

tony@culturesmith.ca

This advertisement is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future

We thank those applicants who are interested in this position; however, only those candidates selected for an interview will be contacted.