

**JOB DESCRIPTION**  
**Director of Finance**

The Director of Finance is a senior staff position in the Finance Department of Strategic Communications Inc. (Stratcom). This position contributes to the overall leadership and management of the Stratcom Finance Department. This is an exciting opportunity to help lead a growing, entrepreneurial, international company into the next stages of its development. The position would suit someone who has a proven record of success and is ready for responsibility and leadership in a growing medium sized business. Stratcom has 3 offices in Canada, 2 in the U.K. through an affiliated corporation and works in the U.S. and other international markets. Stratcom has 50 full time employees, and 150 call centre staff.

The position focuses on financial reporting, analysis and compliance, business analysis, business supplier management and business process development. The role has a significant operations focus, and interfaces significantly with operational components of the company.

The position reports to the President and the CEO of Stratcom and works in collaboration with the CEO, President, other senior management, leads the Finance team - Finance and Accounting Manager, Finance Specialist, Payroll & Benefits Administrator - and is a member of the Senior Management Team.

The following is a list of main responsibilities for the position:

**Director of Finance**

**Financial Reporting, Analysis and Compliance**

- Prepare various financial reports for internal and external users – on monthly, quarterly, and annual basis annual reports,
- Working with CEO on debt and equity financing for both Stratcom and its UK affiliate,
- Lead annual audits and compilation engagements with external accountants for both Stratcom and UK affiliate,
- Prepare intermediate term financial forecasts and budgets,
- Manage new 'financial infrastructure' projects (bank accounts, payment processes, new payroll processes, new financial systems etc.),
- Investigate and apply for government financing,
- Work with external accountants to ensure compliance with taxation authorities and minimize tax liabilities,
- Answer queries, investigate anomalies, and provide recommendations.

**Business Analysis and Recommendations**

- Perform operational analysis and specific project analysis,

- Carry out analysis of various areas of revenue and expenses and identify trends and variances against historical actuals and budget,
- Answer queries, investigate anomalies, and provide recommendations.

#### Operations, Business Supplier Management and Project Management

- Serve a key role on the Operations team of the company and has specific operational responsibilities,
- Manage specific contracts and relationships (e.g., leases and landlords),
- Help develop and enhance systems for the smooth running of the company, as well as develop, analysis and reports to do with efficiencies, productively, profitability and pricing in various work areas,
- Oversee the time management tracking and its input into financial analysis and business planning,
- Perform operational functions e.g., budgeting,
- Manage other projects on an as needed basis.

#### Business Strategy

- Participate in the development of business strategy and implementation,
- Prepare appropriate analysis and reports to inform strategic direction and help achieve the business objectives.

#### Finance Department Management

- Oversee the finance department team in the day-to-day financial processing and record keeping including,
  - timely and accurate processing of client/customer invoices, vendor bills,
  - payroll,
  - day-to-day cash management,
  - straightforward statutory compliance such as HST/GST,
  - jurisdictional licensing,
  - maintain financial records and ensure those records are easily accessible,
- Monitor cash flow, and oversee short term cash flow projections,
- Ensure internal controls are in place. Document finance policies and ensure they are followed.

#### Non-financial compliance

- Maintain required insurance for Stratcom and UK Affiliate,
- Work with Stratcom's external lawyer to maintain corporate record book for Stratcom and UK affiliate.

#### Internal

- Attend internal meetings, including but not limited to department meetings,
- Other related responsibilities and duties as required.

**Expectations for Senior Managers:**

Behave ethically and understand ethical behavior and business practices and ensure own behaviours and the behaviour of others is consistent with these standards and aligns with the values of Stratcom. Foster a respectful workplace, comply with and ensure compliance with Stratcom's policies, procedures and guidelines including but not limited to:

- Privacy, industry rules and regulations, and quality of services
- Personnel and HR including, respectful workplace (harassment, discrimination, bullying, and accommodation), terms and conditions of work (including collective agreements).

**Skills, knowledge, and experience requirements include:**

- CPA designation or equivalent
- At least 5 years post qualification experience in progressively responsible financial roles
- Strong analytical capabilities with an interest in problem solving
- Proven experience in financial reporting and variance analysis
- Operational experience and aptitude.
- Demonstrated knowledge of and experience in accounting software packages
- Proficiency with MS Office Suite, advanced experience in excel
- Demonstrated knowledgeable of and experience in government related remittances
- Able to multi-task and successfully manage a number of assignments simultaneously and respond timely across different time zones
- Strong communication skills. Ability to ask clarifying questions and communicate information regarding accounting and finances
- Ability to lead and work as part of a team
- Able to write content, reports, etc. and use social media, etc.
- Professional demeanor. Able to remain calm in stressful environments and when dealing with colleagues and vendors
- Understanding and support of Stratcom's mission and non-financial values, i.e., social purpose objectives
- The ability to function bilingually in French and English an asset.

This is a full-time position based in Vancouver. Some evening work and occasional week-end work is required. This position has the opportunity for advancement.

We are committed to workforce diversity and actively recruit people with diverse backgrounds, experiences, and perspectives, which reflect the community in which we live and work. If this description of work excites and inspires you, we want you to apply today.

Stratcom has an accommodation process in place. Applicants requiring accommodation because of a disability or medical need are asked to make their needs known in advance.

Please submit covering letter and resume by, 9:00am PT March 15, 2021 or until filled to: [hr.careers@stratcom.ca](mailto:hr.careers@stratcom.ca)

We thank all applicants for their interest but only those shortlisted will be contacted.