



## Director of Finance Job Description

**Job Title:** Director of Finance  
**Department:** Corporate  
**Reports to:** President  
**Term:** Full-time

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### THE TEAM:

There are countless reasons to consider a career with Porte. For starters, you'll be part of an encouraging, supportive team with plenty of room for growth. You'll enjoy perks like training and team building events throughout the year. Plus, there's our roof top patio, Friday happy hour, a weekly fitness workout and more!

### JOB SUMMARY:

Reporting to the President, and working with managers and staff throughout the company, the Director of Finance oversees all financial activities of the Development, Property Management & Ownership divisions of the Company, as well as for several other family-owned enterprises. Responsible for all financial reporting, the Finance Manager develops and implements accounting policies, systems and procedures in order to ensure accurate and timely financial reporting to the President, owners and managers.

### JOB DUTIES:

#### *Corporate-Wide Duties and Porte Industries Ltd.*

- 1) Heads/Leads the accounting department.
- 2) Works with the accounting staff to ensure all accounting and financial reporting activities are completed on an accurate and timely basis.
- 3) Prepares monthly cash flow statements and weekly loan and cash balance statements, for the President and management.
- 4) Prepares regular company metrics and special reports for the President and management.
- 5) Communicates with and meets partners and investors on an as needed basis.
- 6) Annually, prepares and presents asset value analysis and reviews and updates regularly
- 7) Monthly presents mortgage and loan summary information with recommendations for financing.
- 8) Working with Manager of Accounting and staff, reviews the annual budget for each division and monitors the budget against actual revenues and expenditures on an ongoing basis.
- 9) Develops and implements accounting policies, procedures and systems to ensure company financial information is fairly stated.
- 10) Assists external auditors as required.
- 11) Provides advice and guidance on tax planning.

12) Keeps up to date with accounting changes and industry developments.

***Porte Development Corp.***

13) Prepares finance proposals.

14) Prepares investor proposals.

15) Analyze and recommends project lender

16) Complete financing due diligence

17) Coordinates the preparation of agreements with investors

18) Reviews the corporate budgets and project budgets with Manager of Accounting on a monthly basis.

19) Prepares monthly summary report for all projects

20) Prepares regular forecasting for upcoming or proposed future projects – connecting the existing equity and borrowing with future requirements and recommendations.

21) Ensures available funds and company plan are aligned, providing recommendations.

***Porte Realty Ltd.***

22) Working with managers of Accounting and VP Asset Management and staff, reviews the annual budget and monitors the budget against actual revenues and expenditures on an ongoing basis.

23) Works with the Manager of Accounting and team to compare the performance of comparable buildings in the portfolio (ie. which White Rock residential building performs the best)

***Porte Real Estate Ventures Limited Partnership (PREV LP)***

24) Assists in providing the financial reporting to investors and management.

25) Prepares regular cash flow and loan balance statements.

26) Prepares regular forecasting to ensure available funds for growth of PREV LP.

27) **Assists with corporation and LP set up for tax planning, acquisition and disposition purposes**

***Corporate planning***

28) Provides the necessary financial reporting support to the formulation of the 5 year and one year planning targets.

29) Helps determine the steps required to achieve the targets.

30) Creates the corporate metrics necessary to ensure targets are being met, and creates monitors and reports on the tracking towards the targets.

31) Reports on monthly results vs. targets and on key metrics

### ***Advisory Board***

32) Involvement in the presentations to the Porte Advisory Board.

### ***External Communications***

33) Liaises with, and coordinates the work of, external accountants.

34) Maintains banking relationships.

35) Represents the company appropriately in relationships with owners, project advisors, and professional service advisors.

### ***Other Duties***

36) Attends internal management and all-staff meetings.

37) Performs other related duties as required.

### **TEAMWORK AND SUPERVISION:**

1) Works directly with the President and with VP Asset and Property Management, Director of Marketing and Sales, Manager of Accounting and Finance and all other Porte staff.

2) Provides leadership and guidance to the Manager of Accounting and Finance in the technical supervision, and oversight of the accounting team.

### **QUALIFICATIONS:**

1) Required training, experience, knowledge, skills and abilities:

a) Professional accounting designation: CA, CMA, or CGA.

b) At least 5 years' experience in a senior accounting role in the construction and real estate development industries, preferably in a respected company involved in new construction of multi-family housing.

c) Experience working in accounting and finance for family-owned company. Strong budgeting skills.

d) Exemplary leadership skills

e) Strong communication skills and the ability to work well in teams.

f) Strong IT experience and knowledge.

### **WORKING CONDITIONS:**

1) Working conditions:

a) Most work is done in normal office conditions.

b) Occasionally required to attend meetings outside of regular working hours.

### **INTERESTED APPLICANTS:**

Please send your cover letter and resume to [careers@porte.ca](mailto:careers@porte.ca)

No phone calls please