



INFINITY

PROPERTIES

Director of Finance

THE COMPANY

We are Infinity Properties, an award winning residential development company based in the Fraser Valley. Infinity has been operating for over 20 years and currently develop, construct, and sell approximately 100 multifamily residential units and 70- 100 single family lots each year. It is our mission is to build quality homes and vibrant communities that we would personally want to live in.

THE LOCATION

Our office is located in TheXchange, a retail and office project recently developed by Infinity adjacent to the Carvolth Transit Exchange, Langley's best transportation hub. It is also minutes from Highway 1, great restaurants, and an assortment of amenities.

THE PEOPLE & CULTURE

Our tight-knit team is comprised of high performing, star players who inspire each other to grow. We thrive in an environment of respect, challenge, and fun. On Friday afternoon's, you can find us unwinding and socializing over a cold beer.

THE VALUES

We share three common values that are a set of rules that we live by and all believe. It is critical that the person that we hire is in alignment with these values:

1. Show respect to all
2. Don't settle, be better
3. Work hard, play hard

THE REWARDS

Infinity is in growth mode; an exciting time filled with opportunity and challenge. We pay competitive salaries and offer benefits including a health spending account, car allowance and a cell phone allowance. We also offer a generous profit sharing program. When the company wins, we all win.

THE CANDIDATE

It is important we find the absolute right fit, meaning it has to be a great match for both the person we hire and for our team. We are selective in who we hire. This person must share our common values and be a self-starter who will enhance and bring value to our roster of awesome people. If this is you, we encourage you to apply!

THE WORK

The Director of Finance is responsible for directing, executing, and overseeing the financial operations of the company. In addition to financial forecasting and planning, the Director of Finance oversees budgeting, financing, human resources, insurance

& risk management, IT systems, financial reporting, and hiring and retaining skilled finance staff. The Director of Finance reports to the owner, working closely with him on a day-to-day basis. Their responsibilities include the following:

Finance Department Management

- Oversee all aspects of the finance department, staff, and day to day operations
- Finance department employee hiring, goal setting, tracking, mentoring and performance monitoring
- Review and implementation of finance and administration policies, procedures, and internal controls
- Analyzing and interpreting financial data
- Developing and maintaining relationships with company lenders, accountants, legal counsel and insurers

Current finance department includes a Senior Accountant and Accounts Payable employee. Director of Finance would be responsible for managing these staff as well as Infinity's Senior Administrator.

Compliance

- Ensure that all the company's financial practices comply with statutory regulations and legislation
- Preparing/reviewing year-end working paper files and liaising with external accountants
- Securing insurance for liability, property, and construction
- Processing all Landowner Transparency Registrations
- Review and management of Property Assessment appeals and payment
- Preparing year-end financial statements for Infinity managed Joint Ventures

Corporate

- Annual Reports
- Shareholder, joint venture, and management agreement coordination
- Shareholder loan management
- Corporate tax planning
- Dividend planning and execution
- Implementation and maintenance of internal financial controls

The finance department currently is responsible for the management of 40 different corporate entities.

Cashflow

- Cashflow forecasting and planning
- Intercompany cash flow management & transfers

Legal & Conveyancing

- Overseeing land purchase contracts and conveyancing
- Overseeing land, building lot and unit sales conveyancing

Financing

- Arrange and manage corporate lines of credits
- Prepare financing packages and applications
- Pursue and administer property and construction financing
- Manage loan draw requirements and project reporting

HR

- Maintain employee files for all Infinity staff
- Oversee employee onboarding, agreements and offboarding
- Oversee payroll
- Manage employee benefits

Infinity currently has 14 office and 17 site staff under employment.

Reporting

- Produce operational cost reports, statements, and analysis upon request
- Monthly and project milestone budgeting and reporting
- Project partner and investor liaison and reporting

- Annual KPI reports
- Annual consolidated corporate profit reports

Infinity currently has 26 active development and/or construction projects at various stages that they are currently working on.

Investor Relations

- Manage project investment proposals
- Corporate partnership structuring
- Financial projections and reporting
- Investor relations and management

Other

- Manage finances for Infinity's project investments in Portland Oregon area (6 active projects currently)
- Financial and corporate management for the "Infinity Heart & Soul Foundation"
- Oversee IT systems
- Input into Infinity's corporate strategic planning and attendance of their strategic planning sessions and outings
- As a member of Infinity's senior leadership team, build relationships and help provide leadership to all Infinity staff members

THE REQUIREMENTS

The Director of Finance should possess the following skills & experience:

- A minimum of 10 years progressive financial management experience, preferably in a multi-company environment
- Bachelor's Degree in Finance or Accounting
- CPA designation
- Advanced computer literacy including various IT and accounting systems
- Proficiency in all aspects of corporate accounting and a strong knowledge of GAAP
- Strong analytical skills & business acumen
- Ability to develop, mentor, and lead finance department teams
- Forward thinking, results oriented
- Experience managing multi-company cash flow
- Excellent written and verbal communication skills
- Strong organizational skills

HOW TO APPLY

Please submit applications to tbontkes@infinitygrp.ca. We will only respond to shortlisted candidates. Thank you for your interest in this opportunity and Infinity Properties!