

## JOB POSTING

<b>Job Title:</b>	<b>Business Accounting Manager</b>
<b>Reports To:</b>	<b>Director of Finance</b>
<b>Location:</b>	<b>Port Moody</b>

### Position Summary

The Business Accounting Manager (BAM) is responsible for the successful daily management of the financial functions of Training Innovations (Tii). The Business Accounting Manager plays an integral role in operational planning and in business development and expansion, through the establishment of solid financial systems and provision of reliable information. Working with the Director of Finance, the Business Accounting Manager ensures all financial systems are meeting project and organizational needs and that information provided to Tii staff, leadership and the owner is accurate, appropriate and timely. The BAM also provides HR support to Finance staff, including regular performance feedback based on internally developed protocols.

Tii is a small but complex business with current revenues of 4 million. Tii specializes in the delivery of in-person and online employment services. Our role in the community includes stewardship of government funding to/for clients and ensuring that all government financial expectations are appropriately managed. Tii also has a proprietary online learning system it markets to career development organizations.

### Key Duties and Responsibilities

#### Operations, Revenue Projections, & Budgeting - 40%

- Through an in-depth understanding of the business model, make HR staffing level and other operational recommendations that ensure we maintain strong financial health while meeting both our qualitative and quantitative agreement and business objectives
- Investigate and recommend cost-effective salary structures, benefits and fringe benefits which the organization may offer employees to attract and retain qualified individuals – in line with our overall strategic and financial strategy
- Manage the financial relationship with service delivery sub-contractors by ensuring prompt payment to sub-contractors and extracting report information on key financial performance indicators for Tii leadership
- Develop and maintain models for revenue projections by project and business line, including models for forecasting staff requirements per project and business line
- Develop and maintain effective budgeting systems that support project specific, operational and company-wide budgets and provide and monitor all associated budgets
- Revisit existing purchasing protocols and make recommendations for improvements
- Maintain records of Tii's capital and non-capital assets
- Work with the Director of Finance to produce relevant documentation for banks or other lenders and Business Stakeholders
- Ensure a business continuity and disaster recovery plan is in place and monitored

#### Tracking, Monitoring & Reporting – 30%

- Monitor monthly invoicing and billing patterns and create systems and processes that ensure receipts reconcile with invoices, reports and relevant databases

- Ensure the flow of information between accounting and Managers allows for quick, accurate and role appropriate access to HR information in the company
- Develop and coordinate all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports; management information reports for projects, business lines and operating areas tailored to varying organizational needs including: owners, executives and line managers
- Develop and maintain systems to meet funders' reporting requirements (government or other stakeholder) including monthly expenditure reports, invoices, forecasts and reconciliation of cash flows

**Controlling Financial Processes – 10%**

- Ensure all financial operations are in compliance with GAAP and relevant accounting and financial regulations
- Analyze financial systems and data, identify best practices and recommend improvements
- Develop appropriate systems that increase efficiency, decision making and overall profitability of the organization
- Ensure adequate controls are in place and approved substantiated documentation is available such that all materials may pass any type of governmental financial audit

**Business Development – 5%**

- Work with the President and Executive team to continually build a sustainable strategic vision that results in financial growth and business profitability
- Develop and utilize forward-looking, predictive models and activity-based financial analysis to provide insight into the organization's operations and plans
- Assess, with the Executive, the financial and operational benefits of potential contracts and business line developments and participate in key decisions as a member of the senior leadership team
- Research and apply for government grants to offset Tii's research and development costs
- Work with the Financial Director on matters related to property, leasing and contracts
- As international business opportunities unfold, provide research support, advice and guidance on financial implications of international activities

**Relationship Management – 5%**

- Supervise and support the financial management team of 2 including: individual and team performance; coordinating staff schedules; providing accounting practice guidance; addressing any performance concerns and supporting employee development plans
- Work closely with the Director of Finance to manage Funder relationships through effective communication and participation in financial reviews
- Maintain an operating understanding of all Tii services to better inform the development and management of appropriate project and company-wide financial systems
- Interact with vendors and suppliers as may be required to ensure our financial management integrity and good reputation

**Financial Statements – 5%**

- Produce quarterly financial statements
- Work closely with the Director of Finance and external accountants in the production of year-end financial statements and filing of tax returns

**Other 5%**

- Provide a solution focused approach to continuous quality improvements to financial and administrative systems and processes
- Attend team meetings
- Perform other duties as required

## **Knowledge, Skills and Abilities**

### **Knowledge**

- Comprehensive understanding of Canadian government regulatory requirements for single-shareholder Incorporated companies and of GAAP
- Understands and can describe models for developing financially sustainable business and HR models that meet or exceed project/business requirements and deliverables
- Applied knowledge of the legal and financial implications of BC's Employment Standards Act, with an understanding of Common Law implications related to HR decisions
- Understands and is able to speak to the unique opportunities and challenges of working within a project-based entrepreneurial organization
- Understands employment-related services with practical knowledge of administering government funding agreements - including financial accountability expectations

### **Skills**

- Able to analyze, interpret and provide various targeted reports and recommendations derived from extensive and varied financial information sources
- Excellent written and verbal communication skills – with capability to design, target and communicate relevant financial and conceptual information to appropriate audiences
- Strong observational, analytical, problem solving, systems thinking, and abstract reasoning skills
- Excellent organizational; prioritizing and time management skills
- Practical understanding of processes for revenue projections, developing operating and HR resource budgets, and tracking project-specific and organizational budgets
- Highly proficient with business technologies including extensive knowledge of Microsoft Excel; experience using a professional small business accounting software package, preferable Simply Accounting; and skilled in using and extracting information from various business-tracking databases
- Capable of developing efficient reporting processes using Excel or low-cost database platforms
- Skilled in: training, supporting and managing individual and team performance in all aspects of accounting practice; providing financial team supervision, performance feedback and coaching; and developing learning plans to retain employees and achieve Finance Team's goals
- Able to thrive in a high performance environment while leading teams through constant project-based change in a positive and productive manner

### **Abilities**

- Demonstrated ability to lead finance professionals using a collaborative, supportive and directive approaches to ensure all members are focused on achieving the finance team outcomes
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Able to foster and cultivate business relationships, opportunities and partnerships

- Proven ability to ensure that financial operations are grounded in sound practices, while enabling the organization to meet/exceed its deliverables and business goals
- Demonstrated ability to meet or exceed qualitative and quantitative performance expectations
- Demonstrated ability to prepare written reports that include an analysis of qualitative and quantitative information, and a talent for establishing tracking systems (spreadsheets, databases, etc.) to effectively manage project financial data
- Proven ability to collaborate on the development and execution of written Requests for Proposals (RFPs) for business development purposes
- Proven ability to be adaptable in approach by adjusting to changes in the business environment and funder needs

### **Training, Education and Experience**

- University Degree in related discipline with accounting training at a post-secondary or post-graduate level
- CGA or CMA preferred
- At least 2 years of work experience in an accounting supervisory or leadership role; with at least five years of overall financial experience
- Experience should include: working with government funding financial models, working directly with entrepreneurs, and providing and interpreting complex financial information to non-financial managers
- Membership in a professional accounting association, or participation in professional development activities related to finance/accounting

### **Other Requirements**

- Able to pass and maintain a Criminal Records Check – including vulnerable persons

### **Critical Success Factors**

- A strong desire to positively impact the success of a business through the development and maintenance of robust financial systems
- Strong interpersonal skills and capable of working effectively with internal and external customers including program stakeholders and company vendors
- Commitment to providing quality financial supports so we can meet or exceed our program deliverables
- Proven ability to be adaptable in your approach by adjusting to changes in service delivery and financial models or emerging business needs
- Displays a reflective, learning and problem solving approach to work
- Alignment with and ability to display organizational core values of: accountability, communication, innovation, performance, relationship and spirit

### **Application Process**

To apply for this position please submit your resume and cover letter by email to Peter Davis, Director of Finance at [peter.davis@training-innovations.com](mailto:peter.davis@training-innovations.com). Applications will be accepted until January 12, 2012