



EDMONTON
CONSTRUCTION
ASSOCIATION

OPPORTUNITY PROFILE

Director of Finance & Corporate Services

Edmonton Construction Association

The Edmonton Construction Association (ECA) was incorporated in 1931 and is today the largest Non-Profit Construction Association serving the Commercial, Institutional, and Industrial Construction Industry in Western Canada.

ECA exists to advance the construction industry, through effective representation and service to our 1,100+ member firms. We are a member-driven organization founded on integrity, leadership, quality, and value.

ECA members fall into four classifications: General Contractors, Trade Contractors, Manufacturers & Suppliers, and Associate Members (including Architects, Engineers, and related professional services). ECA members are represented provincially by the Alberta Construction Association (ACA) and federally by the Canadian Construction Association (CCA).

At the Edmonton Construction Association, we are builders. As builders of infrastructure, our members create the buildings, roads, sewers, and landscapes that grow our community. We are builders of people, as we provide educational and training opportunities to our members. We are builders of relationships, between our members through social and networking events and as advocates for our industry in government and business circles. Finally, we are builders of procurement opportunities, as we provide unparalleled access to comprehensive tender information, both public and private.

Our goal at the ECA is to provide member value with a strong focus on our Four Pillars: Procurement, Collaboration, Networking, and Education. ECA staff and the Board of Directors work hard to ensure that members and all stakeholders are engaged to advance our industry.

Learn more about the Edmonton Construction Association here: www.edmca.com

The Opportunity

The Edmonton Construction Association is looking for a Director of Finance & Corporate Services to join our team. We're a people-focused organization recognized for our exceptional culture, forward-thinking team, and creative approach to engaging 1,000+ member firms and construction stakeholders.

Reporting to the President, the Director of Finance and Corporate Services is responsible for successfully leading the finance, administration, IT, risk management, and human resource functions of the organization. This role oversees the organization's accounting procedures and works closely with the President, Board, and Leadership team to provide financial and management reporting and support on various business needs and projects, as well as recommend, develop and implement new business systems and processes.

Key Roles & Responsibilities

Financial Management and Oversight

- Holds primary day-to-day responsibility for planning, implementing, managing and controlling all finance-related activities of the organization, including direct responsibility for accounting, finance, cash flow forecasting, job costing, procurement, and private and institutional financing.

- Leads the annual budgeting process and monitors the overall financial position of the organization.
- Monitors and analyzes revenue, revenue collection, expenditure of funds, expenditure projections, cash flow, investments, cost control, budgetary and financial statements, and financial forecasts.
- Establishes, updates and ensures compliance with accounting, finance and risk control policies, processes and procedures.
- Acts as liaison between the financial institutions and insurance companies and the organization.
- Ensures compliance with external audits and taxation.
- Oversees and manages the organization's information technology and outsourcing of service providers for hardware, software and maintenance.
- Manages departmental performance against goals to ensure that progress is being made, keeps all deliverables on schedule, and takes corrective action and/or assists where necessary.
- Develops, coaches and mentors the accounting team to grow internal capacity and undertakes employee performance appraisals for the accounting team.

Financial Reporting and Governance

- Acts to ensure compliance with organization expectations. Provides written and oral reports of status and findings on a weekly and monthly basis.
- Produces monthly, quarterly, and annual management reports that identify the financial performance of the organization against established department and organizational budgets, benchmarks, and key performance indicators.

Strategic Planning

- Contributes to strategic planning and setting key corporate performance indicators with the President, Board, and Leadership team.
- Provides recommendations to strategically enhance financial performance and business opportunities by partnering with the President, Board, and Leadership team in developing targets for the organization.
- Provides sound advice that delivers performance insights, drives change, and embeds efficiency while addressing risk and compliance for the organization.
- Evaluates and advises to inform long-range planning, on the impacts of strategic decisions, on the introduction of new programs/ strategies and on all regulatory action.
- Informs the President, Board, and Leadership team of business activities, potential threats, opportunities, and recommended actions.

The Person

Qualifications & Education Requirements

- Post-secondary diploma or degree in a related discipline (Finance, Business Administration, Commerce, Information Technology Management, etc.)

- Relevant professional finance designation is considered an asset but not required.
- 3-5 years experience in financial management.
- 5 + years of leadership and managerial experience.
- 3 + years experience in strategic business planning.
- Demonstrated experience in human resources, support services and overall organizational resources management.
- Proficiency in software applications related to finance and CRM.
- Proven team player with experience in conflict management, strategic planning and risk management.
- Well-developed oral, written, presentation and interpersonal communication.
- Strong attention to detail and high degree of accuracy, integrity, and confidentiality.
- Works well independently as well as part of a team.
- Excellent interpersonal skills – can build rapport and credibility quickly with people at all levels.
- A great strategist, always looking for new opportunities to improve and optimize processes.
- Exceptional organizational and prioritization/time management skills; demonstrated ability to work under pressure to meet deadlines.

Knowledge, Skills & Attributes

Leadership Skills: Develops and mentors others to be leaders. Creates, supports, and leads by example to build a high-performance team and a positive work environment. Appreciative, engaging, understanding and knowledgeable of issues and concerns. Identifies opportunities, inspires action, and achieves results. Effectively builds relationships with a wide variety of stakeholders.

Financial Management: Has a proven ability to manage in all fiscal environments. Leads with a strong sense of service and is efficient in budgeting, financing and information reporting.

Integrity and Trust: Is honest, sincere, dependable, authentic, and trustworthy. Exhibits high ethical standards and has an honest, open-minded, and consistent approach to working with staff and stakeholders.

HR Management: Has excellent human resource knowledge and interpersonal skills to work positively with staff. A personable leader with the ability to bring diverse individuals and program initiatives together using strong negotiation and conflict resolution skills. Can implement strategic priorities and drive an innovative culture for the organization.

Change Management: Energetic and able to lead in a changing environment; experienced in evaluating organizational structure and effectively implementing required changes to elevate the skill level and improve the efficiency of an organization. Can alter course/direction when necessary while maintaining a clear and consistent vision; enjoys and embraces new challenges.

Governance Understanding and Committee Leadership: Understands and is comfortable working with a governing board. Capable of quickly educating and coaching the board on issues and presenting options and recommendations for the board's consideration. Keeps the board informed appropriately and is skilled at effectively supporting the board's decision-making process.

Collaboration: Promotes and enables cooperation across the organization; anticipates, understands and responds to the needs of the various internal and external stakeholders to meet or exceed their expectations within the organizational parameters.

Diversity and Inclusiveness: A leader who empowers staff by respecting and appreciating what makes them different in terms of age, gender, ethnicity, religion, disability, sexual orientation, education, and national origin.

Communication: Exceptional listening, verbal, written, and presentation skills; highly effective internal and external communication skills. Uses a clear, concise, and positive style; builds trust through presenting ideas clearly and effectively listening to others. Is a straightforward, tactful, and respectful communicator.

Demonstrates Character: Demonstrates integrity, ethics, responsibility, and character; has a developed personal value system based on a high sense of integrity and desire to treat others as he or she would expect to be treated.

Pragmatic Decision Maker: Believes in involving people in processes to establish priorities and shows sensitivity to changing approaches. Shows strong common sense and intuitive judgment abilities.

Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Express Your Interest

Leaders International values diversity, equity, and inclusion in all aspects of its operations. Candidates are invited to contact us directly with any accommodation requests.

To apply, please email a cover letter and resume (PDF or Word document only) to **Sonny Kapoor** or **Jessica Park** at edmonton@leadersinternational.com, indicating the job title in the subject line of the email.

Leaders International Executive Search
www.leadersinternational.com