



Shorefast's mission is to build cultural and economic resilience on Fogo Island and promote community well-being by building and sharing new models of economic development. By 'holding on and reaching out', Shorefast works with hospitality, art, technology, business, and design to enhance and share the natural assets of place.

The **Director, Financial Operations** position is a unique opportunity to use your leadership, operational, financial, and accounting skills to help define how we can use business and technology better – be part of the design process to build Shorefast into a role model for building strong community economies. Reporting to the CFO, the **Director, Financial Operations** will be mainly located at the Ottawa office with regular travel to Fogo Island. This position plays a critical role in the organization, overseeing business and charity accounting functions with responsibility for keeping our vision on track. Their mindset will be on what is happening within our operating structure each day, and how best things should be managed to support our future growth and development.

### General Responsibilities

- Oversight of all accounting and financial processing, including various teams of support
- Financial reporting and communications; ensure accuracy and timely distribution throughout organization to users; key partner to Business / Operation leads in coordination with Divisional Accountants
- Financial Analysis and KPIs - understanding of key levers in operations
- Build system for data capture for non-traditional accounting data (Carbon, Economic Nutrition, etc.)
- Budgeting and forecasting with operational teams
- Cash management and debt financing
- New business evaluation (startup / acquisition)
- Banking systems integrity (online payments, user controls, corporate VISA profile)
- Accounting systems integrity (software effectiveness, data integrity, controls)
- Ensure compliance with regulatory, tax and other filings
- Lead assurance process with external Auditor and oversight internal audit projects
- Collaborating with all departments to provide financial related support and recommendations for process improvements
- Accounting team development (Divisional Accountants report to Director)
- Financial reporting and Governance support for CEO and CFO with Board of Directors
- Support CFO in strategic negotiations for Finance and Insurance relationships

### The Ideal Candidate:

- Post-secondary education in Accounting/Finance, CPA designation is an asset
- Industry experience, ideally in hospitality
- 10+ years' experience in a progressive role in financial management and accounting, preferably in owner managed business entity
  - Operational / management / cost accounting
  - Change management and software systems implementation
  - Growth based entities, moving from startups to maturing organization while having numerous others in incubation phase (variety of business types in tandem)
  - Experience with both nonprofit and for-profit accounting - social enterprise knowledge an asset
  - Managed group of > 10 staff across various geographic work locations (on site and virtual) for 5+ years
  - Coaching and mentoring; skills development and capacity building for growing team
- Highly proficient in using Microsoft suite, QuickBooks or equivalent accounting platform
- Naturally curious, always searching for how to do things better
- Team player, able to engage others in rollout of ideas
- High degree of emotional intelligence
- Excellent communication skills (oral and written)

### Other Requirements:

- Valid Canadian Driver's license mandatory (no public transit in some work locations)
- Ottawa, ON as primary work location
- Regular travel within Canada required
- Double vaccination with federally approved vaccine in Canada

### To Apply:

Submit a cover letter, resume, salary expectation, examples of businesses overseen along with key outcomes from investments to [careers@shorefast.org](mailto:careers@shorefast.org), subject line "Director Financial Operations "

Deadline for Applications: **October 10<sup>th</sup>, 2021**

Questions about this position may be directed to: Diane Hodgins, [dianehodgins@shorefast.org](mailto:dianehodgins@shorefast.org)

About Shorefast: [shorefast.org](http://shorefast.org) | [fogoislandinn.ca](http://fogoislandinn.ca) | [fogoislandworkshops.ca](http://fogoislandworkshops.ca) | [fogoislandfish.ca](http://fogoislandfish.ca)

About Shorefast & Fogo Island: [Strange and Familiar](#)