

<b>TITLE :</b>	Finance Director
<b>POSITION STATUS:</b>	Full-Time – Permanent
<b>REPORTS TO:</b>	CEO
<b>SALARY:</b>	Range starting at \$100,000
<b>POSTING DATE:</b>	January 31, 2019
<b>CLOSING DATE:</b>	February 22, 2019
<b>TARGET START DATE:</b>	May 1, 2019

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## **POSITION SUMMARY**

The Edmonton Screen Industries Office (ESIO) is a not-for-profit organization that has been established to help lead Edmonton in becoming a national and international centre for media production excellence. The ESIO is currently seeking to fill the role of Finance Director. The Finance Director has overall responsibility for the development and management of financial, accounting and administration policies, procedures, controls and reporting systems.

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## **KEY RESPONSIBILITIES**

- Develop and implement a plan for ongoing Financial and Administrative functions within the ESIO.
- Accountable for all accounting processes and general ledger related functions including internal controls and forecasting.
- Accountable for all financial planning, forecasting and analysis including guiding the organization through the annual business plan process.
- Accountable for all monthly, quarterly and annual financial statements and supporting working papers.
- Monthly close process.
- Management of all corporate and sales tax related issues.
- Partnering with the operations to provide relevant business analysis to ensure adherence to overall organization mandate.
- Establish and manage all forecasting, budgeting, and record keeping processes.
- Oversee and lead annual budgeting process.
- Manage reporting and auditing processes including internal financial statements, funding reports, annual audit requirements.
- Ensure submission of regulatory, statutory and funder reports.
- Administer Edmonton Screen Media Fund loans and investments with a focus on risk, return and security.
- risk assessment and mitigation.
- Develop and manage ESIO internal payroll procedures.
- Develop, monitor, ensure adherence to policies and procedures related to Human Resources and Payroll.

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## **QUALIFICATIONS**

- CPA/CMA designation
- Minimum of 8 years of financial management experience.
- Demonstrated ability to design and implement policies, processes, and reporting protocols to support professional management of the finance and administration functions.
- Demonstrated proficiency with financial and accounting software.
- Critical, analytical and strategic thinker about complex issues.
- Ability to exercise sound judgement and independent decision making.
- Capacity to self organize and participate in leading the challenge of developing an organization from the ground up.
- Strong communications skills.
- Flexible and able to work collaboratively as a part of a small organization.

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Interested candidates email resume and cover letter as a single attachment to: Josh Miller  
Email: [jmiller@edmontonscreen.com](mailto:jmiller@edmontonscreen.com)

**We are an equal opportunity employer. The ESIO encourages diversity and welcomes applications from all qualified individuals.  
We thank all applicants in advance, however, only candidates selected for an interview will be contacted.**