

Director of Finance Work Description

EASTERN CANADA RESPONSE CORPORATION/
LA SOCIETE D'INTERVENTION MARITIME, EST DU CANADA

Department:	Corporate	Reports to:	President
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SUMMARY OF POSITION

The Director of Finance is responsible for the financial management of the ECRC, including all aspects of accounting, financial reporting, business administration, management and oversight of the accounting management system, implementation and monitoring of financial controls, banking, invoicing and record keeping. The Director of Finance ensures that the company conducts its business affairs in accordance with established policies and procedures.

WORK PERFORMED

- Provides advice and offers recommendations in the management of the strategic and day-to-day operations of the accounting team, ensuring that financial reporting meets the needs of the organization and its' Board of Directors and lenders. This includes: reviewing and analyzing financial and non-financial information for resource allocation, control and reporting, expenditure and revenue justification, project and program costing as well as other technical costing for the ECRC
- Establishes the strategic and business priorities and plans for the ECRC through consultation with senior management and ensure confidentiality and reliability of company data.
- Provides financial management services to senior management/executives within complex decentralized organizations, generates financial planning/accountability documentation, manages complex issues such as coordinating ECRC rates and billing policies, developing finance policies to ensure the designated financial controls are effective, ensuring financial controls are in place to safeguard corporate assets and financial integrity, managing the corporate treasury, ensuring debt is placed in the most cost efficient manner, and planning expenditures and cash management to ensure sufficient liquidity.
- Establishes and maintains networks and monitoring mechanisms to maintain expertise in financial management trends, alternate services delivery methods and business management strategies, consults with internal stakeholders and end users in determining financial reporting requirements and implement effective solutions.

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- Directs the development, preparation and analysis and approval of financial and non-financial reports and statements, analytical studies and surveys dealing with financial performance and alternate service delivery options.
- Manages assigned resources, and leads, or participates in project teams to develop solutions to ensure streamlined and efficient processes and find improvements in process and/or tech when necessary and to conceptualize and promote new related strategic initiatives.
- Directs the collection of annual external audit information; reviewing and validating information; liaising with stakeholders to ensure proper defense of decisions taken; and developing corrective action plans as required.
- Works with Corporate and Region Office staff in the development and establishment of corporate financial programs, including managing the planning, implementation and collection of annual budget setting processes.
- Ensuring streamlined and efficient processes and finding improvements in process and/or tech when necessary.
- Develops and maintains financial administration authorities' framework, including specific direction in each delegation document concerning the scope of individual authorities for acquiring goods and services.

DIRECT REPORTS

Financial Controller, Accounts Coordinator and Senior Administrator

WORKING RELATIONSHIPS

Works under the general direction of the President. Frequent contact with all levels within the organization, including the Board of Directors.

QUALIFICATIONS

- The Director of Finance position requires proven skills at the managerial level accounting, finance, procurement, and corporate administration for a minimum of 10 years, with a minimum of five years in an executive management position.

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- The position requires completion of a post-secondary degree or diploma and a CPA designation (CA, CGA, CPA).
- Well-developed time management, organizational, and prioritization skills, with strong attention to detail and the ability to manage multiple projects, communication and strong interpersonal skills are required.
- Ability to work effectively in a fast-paced, dynamic environment in both official languages.
- Previous experience supporting multiple locations preferred.

SPILL RESPONSE DUTIES: ICS ROLE & RESPONSIBILITIES

Act as Finance Section Chief, rotating with the Financial Controller.

Specific responsibilities include:

- Ensure appropriate contractual documentation is maintained
- Manage invoicing and receipt of
- Ensure spill paperwork is sufficient to ensure invoicing
- Manage legal issues or potential issues along with counsel if required
- Manage payments to vendors
- Coordinate with RP the insurance carriers and ensure communication lines are open with them
- Ensure sufficient funds exist to maintain incident burn rate.

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Additional Notes

Participate in routine response exercises and Incident Command System (ICS) training

Travel as required

Maximum incentive plan opportunity - 10% of base salary.

Approved: _____ Date: _____