

# DIRECTOR OF FINANCE

National Hospitality Group (NHG) is seeking a dynamic qualified accounting professional who would like to combine their financial expertise with a team of hospitality specialists, to create a dynamic career journey that's right for you. NHG is a privately-owned small-cap group of companies with assets located in Kamloops, BC. As the centerpiece of NHG's assets in Kamloops, the new Delta Hotel Kamloops- a franchise of Marriott launching in April 2019, will be a catalyst for further development of assets within Kamloops, BC. Kamloops is a city for every season. It's a place for families, urban and rural adventurers. Don't just escape, explore. Go off the grid, get lost and discover the unexpected along the way.

## COME EXPLORE WITH US

NHG brings together genuine people that have a passion to provide an elevated guest experience, want the opportunity to grow professionally and personally, love collaborating to provide innovative solutions, and enjoy building friendships, while having fun.

## DIRECTOR OF FINANCE

Leading the accounting team, the Director of Finance is a strategic financial business leader who oversees the financial operations of National Hospitality Group's companies. This position provides financial guidance to stakeholders and proactively reviews opportunities to continually improve the organization's financial operations. The Director of Finance oversees the management and preparation of all financial reporting and ensures appropriate controls are in place to manage risks.

## DUTIES AND RESPONSIBILITIES

- Embodies a forward-moving, highly collaborative, fully accountable and inspired vertical mindset; Actively promotes a vertical mindset in the work place
- Empowers team members in finding efficiencies and innovative solutions
- Facilitates performance development and coaching conversations with direct reports
- Creates personalized development plans for team members based on their individual strengths, development needs, career aspirations and abilities
- Actively involved in human resources initiatives (i.e. recruiting, orientation, training, town hall etc.) and plays an active, visible leadership role in the company
- Communicates a clear vision and strategic plan that appropriately considers the changing environment and enlists the support of others through consultation and engagement
- Researches financial data, industry trends, best practices and recommends strategies, programs and ideas for implementation to improve productivity, profitability and employee engagement
- Develops and implements policies and procedures to provide internal controls and protect organizational assets
- Provides support and advise to the Director of Operations and the Director of Food & Beverage in creating annual operating budgets and improve profitability in their respective areas

- ▷ Leads the annual preparation of operating budgets, capital budgets, 5-year projections and rolling cash flow projections
- ▷ Creates monthly financial statements, forecasts, cash flow projections
- ▷ Completes balance sheet reconciliations and intercompany reconciliations
- ▷ Oversees semi-monthly payroll, accounts receivable and accounts payable process; Completes process when required
- ▷ Conducts monthly financial reviews and annual financial statement presentations with the Board Chair and stakeholders
- ▷ Leads commercial property management including contract management, rent collection and tenant relations
- ▷ Project management including Pro-formas, ROI and IRR analysis, quarterly ROI and IRR Performance reporting, budgets and performance to budgets
- ▷ Conduct due diligence with respect to potential investments which would include financial analysis and preparation of pro-forma financial statements
- ▷ Works directly with banks and other lending institutions
- ▷ Leads Income Audit, Cash Management, Debt Management, and Contract Management
- ▷ Responsible for Government Reporting (GST, PST, Municipal Tax, WorkSafeBC, Source Deductions)
- ▷ Facilitates internal and external audits and verification of internal controls
- ▷ Processes yearly insurance renewals and property taxes for NHG properties
- ▷ Ensure we consistently operate within covenant requirements
- ▷ Leads the oversight of Information technology (IT) for Delta Hotels Kamloops
- ▷ Performs duties related to special projects that may be assigned by the Board and/or General Manager
- ▷ Performs other duties, as assigned, to meet business needs

## QUALIFICATIONS

- ▷ Exude a positive attitude and lead by example
- ▷ Excellent leadership and verbal & written communication skills
- ▷ Bachelor's degree (accounting or finance background required)
- ▷ Certified professional accountant designation strongly preferred
- ▷ Minimum 5 years' experience in a senior role the finance or accounting profession
- ▷ Previous hotel hospitality or property management an asset
- ▷ Attention to detail
- ▷ Proficient computer skills particularly in Microsoft programs such as Microsoft Word,
- ▷ Strong understanding of federal and provincial financial regulations

## NEXT STEPS

- ▷ Send your cover letter and resume to [careers@deltakamloops.com](mailto:careers@deltakamloops.com)
- ▷ Quote Job ID # DOF in the subject line
- ▷ Posting closing date: January 14, 2019
- ▷ Shortlisted candidates will be contacted after the posting has closed

**Thank you for your interest in joining the National Hospitality Group team.  
Only those with the current legal right to work in Canada will be considered.**