

## DIRECTOR OF FINANCE

Keyspire is a forward-thinking company dedicated to inspire and support the next generation of real estate investors. With a strong commitment to community, collaboration and education, Keyspire empowers individuals to achieve lifestyle freedom through strategic real estate investments. Their team is passionate about providing first-class service and unique tools to their members, helping them navigate the complexities of real estate with confidence and success. As a leader in the industry, Keyspire prides themselves on their authenticity, capability, and unwavering commitment to ensure their members future is bigger than their past. Join us in their mission to put people in control of their future through real estate investor coaching and be a part of a dynamic team that values teamwork, innovation and results.

### YOUR DAY TO DAY

#### Financial Operations & Reporting:

- Oversee day-to-day accounting activities (accounts payable, accounts receivable, cash disbursements/receipts, account reconciliations).
- Ensure accurate and timely preparation of financial statements (balance sheets, income statements, cash flow reports) in accordance with GAAP.
- Conduct internal tests and audits on the financial system to boost operational efficiency, strengthen internal controls, and deliver more accurate and timely information, expense management, and policy compliance.
- Review, analyze, and interpret complex accounting transactions to ensure compliance with accounting standards.
- Plan and complete the annual review engagement with external accountants.

#### Financial Planning and Analysis:

- Prepare and maintain the annual financial plan; develop and improve budgeting and financial reporting systems.
- Conduct financial analysis and forecasting of company metrics, providing meaningful information for decision-making.
- Design models and develop tools to assist managers with budgeting, reporting, costing, product profitability models, forecasting, and other analysis.
- Evaluate acquisition and/or divestiture proposals and provide advice to Senior Management.

#### Compliance & Risk Management:

- Provide compliance and risk guidance and support to the COO & CEO on strategy and regulatory aspects.
- Oversee day-to-day compliance and risk activities, managing legal workflow with external consultants.
- Develop, implement, and maintain financial controls, processes, and policies.
- Ensure compliance with government reporting and filing requirements.
- Collaborate across departments to ensure financial policies are understood and adhered to.

**Information Technology:**

- Establish and execute the company's technology vision and strategy, ensuring alignment with business goals.
- Oversee IT operations, ensuring system availability, performance, and security.
- Implement new technology solutions, manage vendor relationships, and ensure cybersecurity compliance.

**Leadership, Management & Accountability:**

- Provide guidance and support to the finance team, promoting professional development and maintaining a positive team environment.
- Take an active role in recruiting, onboarding, and training team members.
- Set high standards and establish performance goals for team members, appraising performance regularly.
- Communicate positively and effectively with team members, encouraging participation in decisions.
- Collaborate with all levels of management and finance team on strategic projects and company policies.
- Maintain positive external relationships with accounting firms, banks, credit card companies, and merchant service providers.

**Teamwork & Values Alignment:**

- Support other departments and team members with special projects and other duties as assigned.
- Operate in accordance with Health & Safety, Employment Standards, and Human Rights legislation.
- Develop and maintain positive public relations with stakeholders.
- Apply the Keystone customer experience model in all interactions and decisions.
- Participate in team meetings and attend events as required.
- Track and report job performance activities as required by management.
- Maintain a strong sense of urgency to accomplish assignments quickly and accurately.
- Provide input and suggestions for continuous improvement.

**WHAT YOU BRING**

- A Bachelor's degree in Finance, Accounting, Business Administration, or a related field is required
- Professional certifications such as CPA (Certified Public Accountant), CMA (Certified Management Accountant), or CFA (Chartered Financial Analyst) are highly desirable.
- A minimum of 10 years of progressive experience in finance, accounting, or a related field.
- At least 5 years of experience in a senior financial leadership role, such as Director of Finance, VP of Finance, or CFO.
- Strong knowledge of GAAP (Generally Accepted Accounting Principles) and financial reporting standards.
- Excellent analytical and problem-solving skills, with the ability to interpret complex financial data and provide actionable insights.
- Strong leadership and team management skills, with the ability to motivate and develop team members.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with all levels of the organization.
- Proficiency in financial software and ERP systems. Experience using Hubspot and SharePoint is considered an asset.
- Experience working with EOS is an asset.

## WHAT'S IN IT FOR YOU

- A flexible and competitive benefits plan
- A unique and award-winning employee experience program
- An employee management program that puts you in control and avoids the dreaded micromanaging
- Manager coaching and feedback to help you excel in your role and grow professionally
- Access to our world-class training programs, events, publications, and videos
- Insightful personal assessments to help you identify and unlock your financial potential
- Access to exclusive Keystone investment opportunities
- Casual dress attire on non-event days
- Flexible work environment including regular work-from-home days
- Flexible work hours and schedule on non-event days
- Fun corporate team events and community support days
- A supportive work environment where you can be your best every day
- We care about the health, safety and the mental well-being of our employees

It's important to understand why being part of this team will create a happy and fulfilling career for you and allow you to contribute to a bigger cause that will leave the world a better place.

Our three pillars of Team Members' Personal Fulfillment:

- **Exceptional Members:** As a Keystone team member, you'll play a key role in dramatically improving people's lives. Our clients, through their involvement in Keystone Programs, achieve remarkable things in their lives and businesses, creating stability and control for themselves and future generations.
- **Extraordinary Culture:** We pride ourselves on cultivating an extraordinary culture that teaches Lifestyle Freedom through real estate investing. We support our team members in their learning, growth, and real estate investing success as we innovate and grow as a unique company.
- **Community Contribution and Support:** We allocate a portion of our success to important community initiatives, such as providing meals for children, tackling affordable housing issues, supporting mental health, reducing our carbon footprint, and funding critical hospital equipment. Keystone cares about its impact on the world around us.

We believe every employee should have the opportunity to participate and succeed. Through leadership by our Diversity, Equity and Inclusion Leader, we are committed to a workplace culture of respect, inclusion, and diversity. We recognize and celebrate the valuable differences among each of us, including race, religious beliefs, physical or mental disabilities, age, place of origin, marital status, family status, gender or gender identity and sexual orientation. If you require accommodation to complete the application process, please forward your resume to [felicia.scaviarupi@mnp.ca](mailto:felicia.scaviarupi@mnp.ca).