

## Position Profile

# Chief Financial Officer

Reports To: Executive President  
Organization: Genesis Hospitality Management  
Date: June 2024

## ABOUT GENESIS HOSPITALITY MANAGEMENT

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Established in 1978, Genesis Hospitality Inc. built its first hotel and through a series of acquisitions and partnerships, the company now owns or manages 14 hotels in Ontario, Manitoba, Alberta and Saskatchewan. Genesis Hospitality Management is a Platinum Member of Canada's Best Managed Companies. To be awarded this prestigious membership, Genesis Hospitality has successfully retained the Best Managed status for more than 15 years, continually representing the Best Managed standard of excellence.

Genesis Hospitality fosters an innovative and supportive culture to help guide the team to improve their results in responding to guests' needs, internal and external communication and managing their daily responsibilities. The company follows these traits:

### A Culture of Praise and Recognition

- Continuous Clean
- Eat a Road Block
- Inspect What We Expect
- Over Deliver
- Problem and Solution Pair
- Roll Up Your Sleeves
- Greatness
- Big Shoes
- Legendary Friendliness

The head office is located in Brandon, Manitoba. This is an on-site opportunity with periodic travel to hotel locations.



We ask those individuals with an interest in further exploring this exciting opportunity to contact:

Katie Derksen at [Katie.Derksen@mnp.ca](mailto:Katie.Derksen@mnp.ca)

## ABOUT THE CHIEF FINANCIAL OFFICER

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Reporting to the Executive President, the Chief Financial Officer is responsible for overseeing the operations of all accounting functions for each Genesis Hospitality managed hotel and our head office. The Chief Financial Officer is responsible for the preparation and delegation of full cycle monthly accounting and consolidated financial statements, budgeting, auditing, contract renewals, licensing, policy creation, reporting and data analysis, coordination with ownership, coordination with legal representation and external auditors.

## KEY LEADERSHIP ACCOUNTABILITIES

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### Financial Management

- Oversee the completion of the monthly financial statements for each property, conducting a thorough review and coordinating with ownership for distribution.
- In collaboration with senior management, provide strategic financial planning and forecasting.
- Complete and analyze the consolidated financial statements of Genesis Hospitality.
- Conduct internal audits of hotel accounting practices and cash verification.
- Prepare budgets and financial forecasts, and proactively report variances.
- Coordinate the preparation of regular reporting to ownership and providing overview.
- Support month-end and year-end close process and coordination with external auditors.
- Ensure quality control over financial transactions and financial reporting.
- Review contracts and licensing, coordinating with legal representatives as required.
- Maintain and strengthen internal controls through development and documentation of business processes and accounting policies.
- Process franchise fees and coordinate with hotel brands.
- Oversee A/R, A/P, and Inventory controls.
- Coordinate with financial institutions, insurance companies, government agencies and CRA.

### Leadership

- Engage proactively in cross-departmental collaboration.
- Provide leadership and coaching to staff in head office, as well as oversight of accounting staff in each hotel.

### Operational Management

- Assist in system conversions, upgrades, and future hotel acquisitions.
- Review contracts and licensing, coordinating with legal representatives as required.
- Understand and remain updated on trends within the hospitality industry, anticipating impacts on Genesis Hospitality.

### Support the Board of Directors

- Provide strategic financial advice to the Board.
- Prepare and organize materials and reports for Board meetings.
- Prepare agendas and meeting packages for Board Members.
- Coordinate with financial institutions, insurance companies, government agencies and CRA.

## EDUCATION AND EXPERIENCE REQUIREMENTS

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Candidates must have a post-secondary degree in finance or business with Chartered Professional Accountant (CPA) designation, complemented by 5 to 10 years working in a senior role leading the finance function.

An equivalent combination of education and experience will be considered.

- Strong experience with consolidated financial statements.
- Excellent stakeholder management and engagement.
- Ability to create processes and policies, maintaining efficient internal controls.
- Experience with acquisitions and franchises.
- Proven ability to lead teams, including off-site employees.
- Maintain current knowledge of tax legislation and current accounting best practices.
- Ability to demonstrate the following through past relevant leadership and management experience: strategic financial stewardship of company resources; exceptional financial planning, analysis, and reporting; organization, time management, and problem-solving; quality control.
- Experience in the hospitality industry is highly desired.