

Position Profile

Director of Finance

Reports To: Chief Operating Officer

Organization: Pitblado LLP

Date: January 2025

ABOUT PITBLADO LLP

Pitblado LLP has a long and rich history as a full-service business law firm in Winnipeg.

Pitblado Law offers a dynamic, respectful, and diverse team that values excellence, hard work, creativity, and attention to detail. Whether clients need guidance in exploring a remarkable opportunity, or passionate support in defending an action, Pitblado Law lawyers focus on clients' needs and achieving results.

The Firm understands complexity and is shaped by 140+ years of skill, passion, and integrity. Pitblado Law blends traditions of success with current market knowledge providing clients with exceptional counsel and solutions. Their clients want a firm that is current with today's practices and technologies, and capable of responding to their needs now and well into the future.

Pitblado is committed to attracting leading lights of the legal profession to their team—people committed to serving clients, the integrity of the profession, and the well-being of the Pitblado community.

Today, Pitblado Law proudly includes over 60 lawyers and over 70 staff including paralegals, administrative management, legal assistants and various support services, ready and capable of responding to client needs now and well into the future.

OUR VALUES

Relationships

We focus on creating long lasting and strong relationships with our clients. We work hard to clearly understand our clients' every need.

Respect

We respect our clients. We listen, engage, and care deeply.

Results

No matter how complex your matter is, we work tirelessly to achieve results that matter to you.

ABOUT THE DIRECTOR OF FINANCE

Reporting to the Chief Operating Officer, the Director of Finance will be an integral member of the corporate management group and will lead the finance and accounting team. This role will be responsible for all accounting-related activities and will interact with all levels of management to support Pitblado LLP's overall business.

KEY LEADERSHIP ACCOUNTABILITIES

Financial and Accounting Management

- Ensure the Firm's assets are protected through effective systems, processes, and controls while promoting operational efficiencies.
- Ensure that the Firm's accounting systems are conducted according to accounting and financial management principles and practices.
- Ensure that financial operating and statistical reports accurately reflect the Firm's operations, and are prepared in accordance with the needs of the Chief Operating Officer and Board of Directors.
- Provide management with reliable information necessary to manage and govern the Firm.
- Develop and implement operational plans for the accounting and finance function including defined objectives and performance targets.
- Establish and maintain proper accounting methods, policies and principles and ensure they are kept current and are adhered to.
- Lead, manage and supervise a team of financial administrative staff.
- Act as a resource and provide assistance and advice to staff with respect to financial issues and the interpretation of financial reports.
- Manage financial banking and external professional relationships such as auditors.

Operational Performance

- Direct and manage daily accounting operations.
- Direct all aspects of the accounting operations such as reporting, accounts payable and receivable, general ledger, payroll, budgeting, revenue and expenditure cost accounting, inventory and capital assets reconciliation.
- Review performance against budget, interpret results, prepare reports, and make recommendations to the COO.
- Ensure quality control over financial transactions and reporting.
- Prepare monthly, annual, and audited financial statements and reports.
- Analyze and present financial reports accurately and timely, clearly communicate monthly and annual financial statements.
- Develop and monitor the annual budget, including forecasting and variance analysis.
- Maintain, evaluate and recommend improvements to the accounting systems.

- Coordinate the year-end working files including the review and/or preparation of working papers, schedules, analyses and other required documentation.
- Develop, track, and report on KPIs for management insights.
- Oversee cash flow planning, monitor liquidity needs, and ensure funds are available to meet financial commitments.
- Develop, implement, and ensure compliance with internal accounting policies as well as internal controls
- Investigate and resolve budget variances, internal controls issues and other accounting discrepancies
- Assign projects and direct staff to ensure compliance and accuracy.
- Ensure that all government remittances, filings, and other corporate financial obligations are completed on time and accurately.
- Supervise and assist in the development and maintenance of accounting files and records.
- Provide employee training, ensuring that all applicable compliance requirements are met.
- Align marketing efforts with firm strategies in collaboration with the Marketing Manager.
- Ensure marketing efforts are aligned with the Firm's strategies and values, in collaboration with the Marketing Manager.

EDUCATION AND EXPERIENCE REQUIREMENTS

The ideal candidate will have a post-secondary degree in finance, accounting, or business; a CPA designation is required. The candidate will have a minimum of five years of experience in a senior accounting position with full-cycle accounting experience in a sophisticated business environment. The candidate must demonstrate they can effectively navigate organizational issues as a passionate, creative, authentic and resilient leader. Experience in a professional services organization is strongly preferred.

- Proven experience in financial and data management at a senior level
- Demonstrated financial and analytical skills
- Able to identify key issues; creatively and strategically overcome internal and external challenges
- Strong knowledge of fiscal management and responsibility, business finance, capital funding, contracts, and partnerships
- Sound understanding of risk management
- Knowledge of personnel policies, practices, and procedures
- Knowledge and experience working with financial information systems
- Experience in leading financial systems improvements through change management would be an asset
- Effective attention to detail and a high degree of accuracy
- High level of integrity, confidentiality, and accountability
- Sound analytical thinking, planning, prioritization, and execution skills
- Experience creating and managing budgets
- Able to effectively communicate both verbally and in writing

Please contact or submit your resume to: **LILLIAN WONG, Director, Executive Search and Recruitment, MNP** | Email: lillian.wong@mnp.ca