

## Job Posting: Vice President Finance

Company Name: Cedarpoint Investments Inc.

Location: Toronto, Ontario

### **About Us:**

Join a dynamic, multigenerational family office with a rich history of investing across a diverse portfolio of industries. Over the years, the family has cultivated a legacy of responsible and sustainable investing, focusing on long-term growth while preserving family values. With investments spanning multiple sectors, the office is committed to innovation and strategic opportunities, ensuring stability and continued success for future generations. As Vice President Finance, you'll play a pivotal role in shaping the financial future of this esteemed family office, driving growth, and supporting its commitment to legacy and excellence. This is an exciting opportunity for a finance leader who thrives in a values-driven, forward-thinking environment.

### **Key Responsibilities:**

#### *Treasury Management:*

- Monitor and manage all bank accounts, ensuring an accurate understanding of cash flow.
- Anticipate liquidity requirements and coordinate the movement of funds to meet financial obligations.
- Conduct regular reviews of account balances and cash positions.
- Optimize banking operations, including negotiating favorable terms and ensuring efficient handling of financial transactions
- Implement cash management strategies to maximize returns on idle funds.
- Provide financial support to foundations and charities.

#### *Financial Reporting:*

- Prepare consolidated and individual monthly, quarterly and annual financial reports and statements
- Maintain an up-to-date and accurate balance sheet, managing daily financial requests and CRA installments.
- Develop customized financial reports as requested.
- Ensure compliance with financial regulations and standards.
- Perform variance analysis and provide insights on financial performance.

#### *Tax Support:*

- Manage tax support schedule and ensure a thorough understanding of the current tax structure.
- Prepare all required tax returns and filings (Canada & US)
- Provide real-time tax benefit analysis and strategic tax planning

- Deliver comprehensive tax support services, including the review of tax installments, notice of assessment and US tax returns
- Ensure timely and accurate filing of tax returns.
- Identify opportunities for tax savings and advise on tax-efficient strategies.
- Monitor changes in tax laws and regulations to ensure compliance and optimize tax planning.

#### *Investment Management:*

- Provide investment due diligence support, understanding prospectus and developing initial questions and outlines
- Track and monitor the performance of approximately of investments.
- Summarize and track investment performance.
- Ensure a thorough understanding of the mechanics of the investments, including capital calls, distributions, and tax jurisdictions.
- Maintain detailed records of investment transactions and performance metrics.

#### *General Office Oversight*

- Supervision and oversight of the finance and administration staff.
- Provide general IT support including server migration, software updates etc.

#### *External Stakeholder Relations:*

- Manage strong relationships with accountants, auditors and lawyers to support the organization's financial and business interests.
- Oversight and collaboration with external real estate firms
- Exhibit a high level of professional presence, effectively representing the organizations in interactions with external stakeholders.

#### **Qualifications:**

- Bachelor's degree in Finance, Accounting, or a related field; advanced degrees such as an MBA, MAcc, or MTax preferred.
- CPA or CFA designation required.
- TEP designation an asset
- 5+ years of experience in senior financial role.
- In-depth knowledge of financial reporting, tax support, and investment management.
- Exceptional analytical skills with a keen attention to detail.
- Excellent communication and interpersonal skills, with the ability to provide clear and concise financial insights.
- Proficiency in financial software and advanced Excel skills.
- Strong organizational skills and the ability to manage multiple priorities in a fast-paced environment.