

Director of Finance

Permanent, Full-Time

With 300,000 square feet of convention space, a central location in the Fallsview Entertainment District, walking distance to 4,000 branded guest rooms and easy access to wine country, you can plan to be impressed by Niagara Falls Convention Centre — Niagara's largest meetings and events facility.

The **Niagara Falls Convention Centre** is looking for a professional to join our team as a Director of Finance.

The Director of Finance is responsible for managing, controlling, planning, and organizing processes in the accounting department. The Director of Finance also ensures the reliability and integrity of the financial statements to meet internal and external reporting standards and audit requirements.

Duties & Responsibilities include but are not limited to:

- Supervising event settlements and reconciliations;
- Supervising purchasing, accounts receivable, accounts payable transactions and ensuring compliance to all policies and procedures;
- Overseeing box office transactions and ensuring compliance with internal controls;
- Preparing monthly financial statements;
- Processing payroll for salaried employees and registering them for company RRSP plan;
- Working closely with Human Resources on payroll issues, employee benefits administration;
- Processing for all statutory remittances and annual reconciliations;
- Developing and implementing financial policies relating to purchasing, payroll, and cash receipts;
- Preparing annual operating and capital budgets, and quarterly revisions or as deemed necessary by management and/or the Board of Directors;
- Attending board meetings and communicating financial results, variances from the budget, and financial irregularities which may have an impact on the organization;

Duties & Responsibilities include but are not limited to *continued*:

- Overseeing the coordination and activities of independent auditors, ensuring all audit issues are resolved;
- Working with the management team on new business initiatives, strategic planning, and policy matters to support departments in the planning and execution of goals and objectives of the corporation;
- Maintaining banking relationships and monitoring banking activities;
- Liaising with the City of Niagara Falls, Company Stakeholders, and partners;
- Monitoring cash flow and maximizing return on short-term investments;
- Working with the Executive team to identify potential business risks and formulate strategies to mitigate the corporation's risk profile;
- Negotiating annual insurance renewals.

Required Education, Experience, Knowledge, Skills, Abilities, and Other Attributes:

- A Bachelor's degree in Finance;
- Chartered Professional Accountant (CPA);
- Minimum 3 years experience in a senior accounting role;
- Experience in hospitality and or tourism is preferred;
- The ideal candidate is a knowledgeable leader who is professional, committed, and accountable;
- Excellent organization and attention to details;
- Expert knowledge in finance and accounting procedures and regulations;
- Strong analytical and leadership skills with the ability to multitask;
- Ability to work under pressure and meet tight deadlines;
- Ability to handle confidential and sensitive information that must not be shared with others;
- Outstanding listening and communication skills, both verbal and written;
- Exceptional reporting skills
- Demonstrated proficiency in Microsoft Excel and PowerPoint;
- Results-oriented problem-solver.

Niagara Falls Convention Centre
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How to Apply

To apply, email your resume and cover letter to careers@fallsconventions.com with the subject line titled "Director of Finance."

Niagara Falls Convention Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest and will directly contact those selected for an interview.