# Chief Financial Officer

Date: Spring 2021

Job Term: Permanent, Full-Time

Number of positions: 1

Industry: Hospitality and Tourism

Client: Mill River Resort

**Job Description:**

Mill River, Bloomfield PE, is seeking an experienced and capable Chief Financial Officer that will hold an important part of their dynamic and face-paced Executive team and organization. This position will lead and manage the Mill River’s Financial and Accounting portfolios as well as provide a professional outlook and leadership role for all staff, Executive’s Managers, and Owners. The CFO will be a large support for the Executive Team, Owners and staff providing direction, strategic recommendations and forecasting for the future of the organization.

Our successful candidate will have a wealth of financial management experience and knowledge, as well as the ability to make sound, professional decisions on behalf of the organization. Our client operates in the Tourism and Hospitality Industry and prides itself on their community engagement, extensive customer offerings, valued clients, and staff, as well as a long, respected history within the Industry on PEI.

**Requirements for this position:**

* Master’s in Business Administration, Finance or related education is an asset
* CPA designation an asset
* Bachelor’s Degree in Business Administration, Finance, Accounting, or related field required
* 5-6 years’ experience working in a fast-paced and dynamic Financial management environment
* Demonstrated Management experience
* Demonstrated Experience in accounting management
* Demonstrated experience in the Hospitality and Tourism industry is a strong asset
* Leadership within a similar field is considered a strong asset
* Flexible working hours
* Ability to work in a fast-paced and high energy environment

**General Duties:**

* Reports to President
* Providing leadership, direction and management to the finance/accounting and management teams, as well as the organization as a whole
* Providing strategic recommendations to the CEO/president and members of the Executive Management team
* Managing the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting
* Advising on long-term business and financial planning
* Ensure financial statements are prepared in a timely and effective manner
* Project and manage cash flow requirements
* Assist in the development and implement the financial strategies that facilitate the Company’s overall strategic plan
* Building professional client relations
* Develop, implement, and monitor operation procedure that maximize revenues and minimize operating risks
* Assist the Company President in management of the Hotel, Golf Course, Food & Beverage operations
* Provide HR guidance and support to all managers & supervisors
* Establishing and developing relations with senior management and external partners and stakeholders
* Reviewing all formal finance, HRM and IT related procedures
* Working within a specified budget to determine revenue and growth forecasts
* Execute appropriate decision-making
* Providing an administrative and financial management support role throughout all services of the organization

**Day-to-Day:**

* Creating a consistent and focused environment for the Executive team
* Coaching and providing leadership to all the staff
* Participating in staff meetings and developing a financial agenda, goals, and creative insights
* Maintaining positive customer and guest relations
* Effectively managing the financial and accounting operations of the organization
* Ensuring professional management and leadership is provided to the Executive team and all staff
* Carry out related duties, from time to time
* Overseeing staff working schedules, task delegation and project completion
* Assisting with recruitment and selection of employees
* Emphasizing a safe and regulated working environment for all staff members and supporting every role within the company

**Interpersonal abilities required:**

* Cohesive ability of professional communication; written, oral and other methods
* Reliable and honest
* Ability to work under pressure
* Adaptability / flexibility
* Providing confidence to the team
* Creative and Innovative thinking
* Decision making and judgement
* Problem solving and conflict resolution
* Excellent organization skills
* Continuously striving to advance knowledge, skills, and abilities

**Work Term & Salary:**

* Full-time, Permanent (Variable hours)
* Must be available for weekends/nights as necessary
* Annual Salary: $80,000 - DOE
	+ Employment package available (please contact)
		- **Benefit Options: Coming soon!**

All interested applicants can forward their resume to kalie@islandrecruiting.com. Please let us know if you have any questions or concerns regarding this position.

Call island Recruiting at **902-367-3797** for more information.