



## **DIRECTOR, FINANCE & CORPORATE SERVICES**

**Platform Calgary**

**Empowering people // building the next economy.**

**Calgary, AB**

### **Who is Platform?**

Platform Calgary is laser focused on making Calgary a global hub for startups and innovation. We believe that an inclusive, tech-led approach to economic growth and diversification will unlock new avenues of prosperity for current and future Calgarians. Already one of the world's top 100 emerging innovation ecosystems, our goals are ambitious: over the next 10 years we want to see a 10x increase in the rate of startup creation and growth lead to the creation of 30,000 future proofed jobs.

To make this vision a reality, we are opening the Platform Innovation Centre, Calgary's Home for Innovators. With 60+ partner organizations already connected and aligned in vision under one roof, we are collectively what our name suggests: a platform upon which to build, with an expansive, efficient and well resourced network of support at its foundation. Along with our partners we offer innovators everything they need to get started and get growing: educational programming, community, advice and a globally-connected network of resources.

At heart we are trusted collaborators with our partners that work alongside us, and are tireless champions for every innovator that comes through our doors.

### **What's it like to work at Platform?**

Yes, our goals are ambitious. Some might say aggressive. (Yes!) We've set the bar high for ourselves and for Calgary's tech community. The only way we'll get there is if a) the next 10 years in tech are the best in Calgary's history, *for everyone*, and b) we are a catalytic organization that, at its core, is highly collaborative AND highly entrepreneurial.

Our team is passionate about supporting startups and innovators no matter where they're at, but is equally enthusiastic about seeing our partners thrive as they deliver on our shared vision for Calgary. At the end of the day, we're all working together to empower the people building the next economy.

We hire experts and generalists with complementary skills and a shared attitude: we value integrity, creativity and diversity, and we thrive as part of integrated teams that revel in delivering results. If you're considering joining our team, it is important that you understand we are blazing new trails in our city. A lot of what we need to be able to do in the future is being built today. (Hint: look elsewhere for well-worn playbooks and a slow moving routine.) Read our [Guiding Principles](#) for the litmus test on how

we determine and prioritize the work we do.

Diversity in the people we hire is essential for truly collaborative work, and for the impact we are accountable for in the community we serve. We foster a workplace in which individual differences are recognized, appreciated, and respected to fully develop and utilize each person's talents and strengths. We operate a hybrid and flexible work environment to support the best results from our highly collaborative teams.

Our beliefs are the foundations of Platform's growing culture. Written by all of us, we are each accountable to these beliefs and work to reinforce them in our daily work:

- *Ship It*: I do what it takes to get work out the door even if it's not perfect, and learn how to make it better.
- *Shout Out*: I revel in my coworkers' efforts and accomplishments
- *Move the Needle*: I drive transformational results by focusing on opportunities that create measurable impact at scale.
- *All Hands*: I take initiative to listen, ask and contribute in whatever ways I can because I have experiences and knowledge that matter.
- *Build to Last*: I make decisions today that create foundations for the future of Calgary.
- *Top Priority*: I safeguard my health and wellness and know I am supported by the team to take care of myself.

If you're ready to be a part of a highly collaborative team that is making a difference in the future of Calgary, come talk to us.

## **The Opportunity**

The Director of Finance & Corporate Services plays a critical role on the senior leadership team in setting the strategic direction for the organization, decision making and corporate services. Reporting directly to the President & CEO, the Director, Finance & Corporate Services is able to understand and contribute to building the strategic direction of the organization, in addition to being a hands-on and participative manager that leads and develops an internal team to support the financial, legal, HR, IT and risk management aspects of the organization.

This permanent, full-time role is ideal for an individual with a professional accounting designation, diverse experience and most importantly, the passion to help build an organization that is dedicated to building Calgary as a global hub for startups and innovation.

### **What you will be doing:**

#### *Financial Management and Oversight*

- Oversee and provide leadership to Finance, IT and HR functions along with aspects of third party legal services.

- Assist in the formulation of the company's future direction and supporting tactical initiatives and monitor the implementation of strategic business plans.
- Provide functional and operational advice, guidance and interpretation on financial and accounting policies, issues, and practices based on Accounting Standards for NPO's.
- Direct, manage, and develop the capacity of finance and corporate services to guarantee smooth business operations and the provision of accurate and timely information.

#### *Financial Reporting and Audit*

- Oversee the company's transaction processing systems and the issuance of financial statements on a timely basis; timely and accurate filing of tax returns, GST, government returns and reports required to maintain corporate registrations.
- Prepare and present quarterly budget reports with variance analyses and year-end forecasts to the Leadership Team; reports financial results to the Board of Directors and Audit Committee.
- Serve as the principal contact with external auditors and investigate their findings and recommendations, as required: ensure all materials, reports and analysis are in place for an efficient audit process.

#### *Financial Strategy and Relationships*

- Provide strategic advice to ensure strong fiscal management of Platform in a manner that safeguards assets and ensures clarity, transparency and integrity in its financial transactions, legal, IT and HR systems.
- Work in conjunction with the CEO to develop the annual budget for Board approval and analyze the financial impacts of new initiatives/proposals, and changes to existing plans or arrangements in which Platform is involved.
- Manage capital requests, budgeting processes and the investment of any uncommitted funds.
- Maintain relations with relevant external third parties: banks, funders, partners, auditors and others.

#### *HR, IT & Legal*

- Develop short-term and mid-term workforce staffing plans alongside HR
- Assist management and employees in the interpretation and application of human resources policies, practices and guidelines.
- Provide strategic and operational oversight of all management information systems (MIS), as well as ensuring linkage and integration of systems to support the business operations.
- Monitor legal issues and ensure the company complies with all legal and regulatory requirements.

#### *Risk Management*

- Understand and mitigate key elements of the company's risk profile; report risk issues to the Board of Directors and Audit Committee.
- Design, implement and assess internal controls to be consistent with sound management

practices and Platform's risk profile; monitors adherence to policies and procedures, ensures staff comply with financial policies, budgets, guidelines and procedures.

- Develop, implement and assess internal procedures to ensure Platform is managed within its mandate, regulations and bylaws.

### **What you will bring:**

- Professional accounting designation (CPA) with experience directing financial activities.
- Diverse leadership and management experience outside an accounting/controller function and a willingness to develop a generalist skill set.
- Strong understanding of Generally Accepted Accounting Principles with exposure to non-profit standards.
- Ability to thrive in a fast-paced, team environment with changing/competing priorities and tight timelines, including managing several initiatives at once.
- You enjoy learning together with your teammates and helping others to succeed in their work as well.
- You prioritize balancing work and personal life.
- Proof of vaccination against COVID-19 or have a valid religious or medical reason not to be vaccinated.

### **Bonus Skills:**

- Experience working in a dynamic non-profit environment.
- Competencies in Excel, Sage Intacct, G-Suite and G-Sheets, Asana, Slack, and HubSpot.

### **What will you receive?**

- Full Medical & Dental Benefits including a Health Spending Account.
- Group RRSP matching program & Group Life Insurance.
- Opportunities for professional development.
- Salary Range: \$109,000 - \$150,000.

Platform Calgary is committed to creating a diverse and inclusive environment. We encourage applications from all qualified candidates including aboriginal persons, members of sexual minority groups, persons with disabilities, visible minorities and women. We will provide any requested accommodation to candidates with disabilities throughout the recruitment process.

Platform Calgary requires its team members to have up to date vaccinations to minimize risks associated with COVID-19.

We thank all applicants for their interest and sending their resume to [jointheteam@platformcalgary.com](mailto:jointheteam@platformcalgary.com) but only those shortlisted will be contacted.