

## Position Profile

### Chief Financial Officer

Calgary or Edmonton, Alberta

Reporting to the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) is a key member of the executive leadership team, responsible for the management of the company's financial resources, timely and accurate reporting, and oversight of intergovernmental financial activities. The CFO will work with IAC's professional advisors to ensure that contracts executed in international markets comply with local laws and regulations.

The CFO is accountable for the accurate and fair representation of the organization's financial status to stakeholders. The CFO provides leadership in the development of financial strategies. In coordination with the CEO, the CFO provides financial oversight support and reporting to the Board of Directors and its committees. The incumbent acts as a trusted advisor and enabler of IAC's mandate to attract high value, high-impact investments to the province of Alberta. The incumbent provides leadership and collaboration in the creation and implementation of successful accounting, and finance strategies and practices for the purpose of partner and stakeholder education and reputation management. The CFO will serve as a representative in advancing and upholding the reputation of the Corporation with key decision makers and policy influencers, acting in accordance with IAC's values and vision.

The CFO will be responsible to create and oversee cross-departmental relationships and play a key leadership role by helping prioritize and align business strategies, leading or supporting strategic cross-functional/multi-stakeholder projects and initiatives, and proactively leading a team that works closely with other senior leaders across the organization in the implementation of business strategies. In addition, the CFO sponsors a variety of process improvement initiatives which help promote efficiency, innovation, and the sustainability of the organization.

### Key Responsibilities

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- Actively contributing to strategy development and implementation, managing relationships with various stakeholders including partners in Government and auditors.
- Working closely with the CEO and executive leadership team on broader corporate activities and a strong focus on leveraging data and analytics to support decisions and maximize effectiveness.
- Working cross-functionally and collaborating with the executive leadership team to ensure alignment in purpose and effort in communicating, promoting, and implementing strategies and priorities.
- Translating the vision through clear, effective, and regular communication with the greater IAC team, monitoring and assisting in achieving KPI targets.
- Recommending improvements to ensure the integrity of the company's financial information.
- Directing accounting policies, procedures and strong internal controls and ensuring compliance with PSAS. Identifying and managing governance, business risk and insurance requirements.
- Appropriately delegating responsibilities, accountabilities, and decision-making to ensure active execution.

- Hiring, training, mentoring, and developing a high performing group of operations, accounting, and finance staff.
- Providing leadership on the financial and fiscal management aspects of operations with respect to budgeting, planning and financial reporting practices, stability, and liquidity; ensuring leaders and stakeholders have a complete representation of financial results.
- Overseeing financial systems and processes (including implementations and upgrades) to ensure alignment with strategy and efficient operations by acting on opportunities for cost reduction, efficiency, and system improvements.
- Preparing monthly forecast updates and annual plans.

**Additional team coordination duties will include:**

- Acting as a resource to the entire Invest Alberta team.
- Provide ongoing coaching, mentorship, and training to provide support to direct reports in their development.
- Collaborating with all internal staff, and with stakeholders in the business environment.
- Providing the tools needed for staff to successfully perform in their roles and to reach team and individual objectives.
- Actively building and maintaining an inviting company culture.
- Maintaining a strategic view of organizational mandates while ensuring team accountabilities are met.
- Developing and maintaining collaborative and consultative relationships and networks with senior representatives of IAC, the private sector, and stakeholder organizations with interests in IAC's mandate.
- Providing support to the team; working to prevent and solve problems which may arise from working relationships among individuals and/or teams.
- Staying current by continuously updating job and industry knowledge – exhibiting a keen desire to self-develop and improve.
- Acting as a brand ambassador and ensuring brand reputation is upheld internally and externally.
- Other duties as required.

## Candidate Profile

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The successful candidate will have a level of education and experience that is commensurate with the position. An understanding of how the Alberta and other levels of government in Canada operate will be an asset. You are a collaborative team member with a proven record of building strong, authentic relationships.

**Qualifications and Requirements**

- Minimum of 15 years of experience as a skilled and effective finance and accounting expert.
- Minimum of 10 years of experience in an executive financial leadership role, ideally within a government or related organization.
- Experience with international markets and multinational organizations will be an asset.
- CPA designation is required.
- Familiarity with public sector accounting rules and practices.
- Solid technical financial expertise working in a complex environment.

- Leadership of systems improvement projects is required. Solid project and contract management skills.
- A partner with the leadership team in providing strategic insights and proactive solutions to help drive success in a fast-paced environment.
- Excellent analytical skills and judgment to interpret and assess information, determine significance and relevance, identify risk and opportunities, and recommend tactics and outreach initiatives.
- Excellent facilitation, presentation, oral communication, and listening skills.
- Excellent ability to write clear, concise documents such as reports, consultation papers, and briefing notes.
- Demonstrated ability to manage competing demands and tight timelines.
- Strong consulting and problem-solving skills to provide expert assistance, advice, and guidance.
- Exceptional interpersonal, collaboration and relationship management skills to interact effectively as a team member, as well as build and nurture effective working relationships.
- Proven leadership skills with the ability to foster cooperation, build consensus, gain support and influence decision making and outcomes.
- Energetic initiative-taker who enjoys working in a fast paced, team-oriented environment.
- Excellent time management and prioritization skills allowing the successful candidate to manage multiple projects while anticipating shifts in priorities and deadlines.
- An appreciation and understanding of the global economic and business climate.

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## About the Organization

Invest Alberta Corporation works directly with investors to attract high-value and high-impact investments to the province. We bring industry, government partners, and economic organizations together to offer seamless services that make it easy for investment to flow into the province. With a strong entrepreneurial culture, we are taking new and innovative approaches to investment attraction.

Our clients come from a wide variety of backgrounds, and so do we. Invest Alberta Corporation is proud to be an equal opportunity workplace. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, culture, gender, race, sexual orientation, religious or ethnic backgrounds or physical abilities.

## How to Apply

Invest Alberta has engaged the Executive Search Firm, DHR Global to manage this search. To explore this exciting opportunity further, please contact the DHR Calgary Office at 403-410-6700 or submit your resume to [npariseau@dhrglobal.com](mailto:npariseau@dhrglobal.com).