

JOB POSTING -----Calgary Alberta Canada

Special Advisor to the President (Financial Analyst)

TITLE: SPECIAL ADVISOR TO THE PRESIDENT (FINANCIAL ANALYST)
LOCATION: 1616 27TH AVE., NE CALGARY, AB T2E 8W4 [URBAN AREA]
PRIMARY VERTICAL FOCUS: MANUFACTURING
NOC: 1112
WAGE: 163,217.60/ANN
WORK WEEK: 40 HOURS
TERMS OF EMPLOYMENT: PERMANENT, FULL TIME
NUMBER OF VACANCIES: 1
START DATE: IMMEDIATE
DEPARTMENT: FINANCE
DEPARTMENT CODE: 90
REPORTS TO: CHIEF EXECUTIVE OFFICER
AREA OF EXPERTISE: FORECASTING OR PROJECTION
LEVEL: EXECUTIVE

PRIMARY ROLE:

Provides support to the sales team in researching, identifying and qualifying opportunities. Hosts clients and represents Evans in our partner showroom.

REQUIRED EXPERIENCE/SKILLS/KNOWLEDGE:

1. General

- a. Overseeing the preparation of financial statements and performance metrics;
- b. Presenting financial statements to the Executive Group;
- c. Making recommendations on business' direction, based upon data presented;
- d. Supporting the business by providing analytical support to enable the Executive Group to make responsible financial and business decisions;
- e. Developing new reports and analysis to drive productivity, competitiveness and profitability;
- f. Preparing and presenting annual budget and intermediate forecasts on the ongoing business operations, as well as providing analysis and input into the company's investment and operation strategy.

2. Research Federal and Provincial Financial Assistance Programs for Corporations

- a. Work with these agencies to identify and ensure where the company is eligible to participate
- b. Develop models to ensure audit trails are maintained with the ongoing financial tracking and reporting of any loans, subsidies and deferrals available to the company
- c. Ensure that the company is fully compliant with the requirements of each of these programs as well as maintaining generally accepted accounting principals' compliance.

3. Cash Flow, Bank Borrowing and Covenant Compliance

- a. Develop forecasts and financial plans for several scenarios, which can be easily maintained, refreshed, updated and rolled-forward.
- b. For each scenario lay out manufacturing load and capacity implications, including shift and workforce requirements and adjustments
- c. For each scenario lay out effects of possible price increases in raw materials and parts based upon shortages, delays, and higher logistic costs.
- d. For each scenario lay out revenue, cash flow, financing and profitability forecasts, including effects on banking covenants, to enable early warnings
- e. Present where required the scenarios and forecasts to other stakeholders to enable negotiations on bank facilities and covenants as required

4. Risk Management

- a. Develop risk management and business continuity models covering the following key risks to the business:
 - I. environmental, health and safety;
 - II. workforce and capacity fluctuations;
 - III. financial risks such as cash flow, financing, cost of materials and profitability;
 - IV. IT costs and risks to infrastructure as social distancing and working from home may continue for longer periods.

5. Other Assignments

- a. Provide updates and advice to the President and Board on new and emerging risks and challenges
- b. Take instructions from the President and Board to undertake other related special projects identified by the Board
- c. Work with other key areas in the business, to mobilize resources and put in place agreed actions based upon scenario planning and actual outcomes as they evolve.

- Strong analytical skills
- Knowledge of Federal and State budgets
- Ability to communicate complex, technical product and service solutions.
- Promotes /projects a professional corporate image.
- Exhibits strong motivation to achieve targets and quotas
- Detail-oriented and able to multitask in unpredictable work environment/load.
- Demonstrates strong organizational skills, the ability to meet deadlines, and the ability to solve problems.
- Flexible and adaptable self-starter.

EDUCATION:

- Bachelor's degree preferred or equivalent experience
- 10+ relevant years of experience

OTHER REQUIREMENTS:

- 10 years in finance, min 5 years in senior/executive management
- Experience in Custom Manufacturing
- International Business Experience

LANGUAGE:

- English fluent English written /Oral

APPLICATION PROCESS:

By email: glinton@evansonline.com

By mail: 1616 27 Ave NE, Calgary, AB T2E 8W4