



MST Development Corporation

Job Description (Permanent, Full-Time)

Position: Chief Financial Officer,
Department: MST Development Corporation (MSTDC), Development
Reports to: CEO MSTDC

SUMMARY:

The Chief Financial Officer will oversee the operations of the Finance and Accounting function for MSTDC, and will act as lending institution liaison for MSTDC and is responsible for the marketing and placement of commercial real estate loans, loan agreement management and project financing. He/she will also provide financial support to all senior Executives of the Development group as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(other duties may be assigned, as required)

- Presenting and providing internal financial reporting as necessary to assist senior management in making key and effective decisions. Includes cash-flow, sales summary, project summaries and cash debt equity summaries.
- Presenting and providing external financial reporting to banks and external partners. Includes cash-flows, financial statements etc.
- Coordinating with external auditors for the year-end review as well as assuming responsibilities for all tax related filings.
- Assist in arranging various financing relating to projects including land loans, construction loans and take-out loans.
- Supervising and managing the full cycle accounting function for all development entities while properly administering proper controls and procedures to ensure effective and efficient processes.
- Oversee office administration including general insurance, WCB, payroll and accounting IT, etc.
- Managing project budgets to ensure there are no unexpected cost overruns and coordinating with bank appointed quantity surveyors with respect to construction draws to ensure prompt payments to suppliers and contractors.
- Assist in analyzing potential investments and proformas to ensure feasibility
- Assist MSTDC in overall tax planning for the group
- Oversee the coordination and management of presentations/meetings with capital groups
- Perform complicated financial modeling and spreadsheet analysis and review and analyze legal documents and third-party reports as part of due diligence process

REQUIRED EXPERIENCE AND QUALIFICATIONS:

- Bachelor's Degree in Real Estate, Finance, Accounting or related discipline or equivalent combination of education and experience
- CA designation
- Related experience in financial analysis environment in the mortgage or commercial real estate industry
- Strong relationships with private equity, banks, and other lenders.
- Strong research, analytical, and problem solving skills.

- Excellent organizational, interpersonal, quantitative, writing, and communication skills; able to interface with top level executives.
- Self-motivated, team oriented, and strong time management skills to prioritize deadlines.
- An independent worker with a team player attitude
- Proven record of developing and maintaining strong internal and external partnerships and collaborative spirit with peers in all lines of the business
- A strong record of personal and team achievement over his/her career with clear substantial personal contributions to the positive evolution of the business through innovative thinking and an ability to make things happen
- Superior listening skills with a level of intellectual ability/agility
- A high degree of personal integrity and consistently put the interests of the organization ahead of his/her own

Interested applicants may send their applications to:

Brennan Cook
MST Development Corp.
Floor 10 - 89 West Georgia St.
Vancouver, BC
V6B 0N8

Email:
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