

BRANDLIVE

BRANDLIVE is an event management and brand activation company with a specialty in large public gatherings like Canada Day, the Honda Celebration of Light and SKOOKUM Music Festival. We produce events and conferences designed to connect people with brands + ideas, through authentic and unforgettable experiences. We are a high performing team of dynamic thinkers and doers who love what we do for a living.

We are currently recruiting a **Director of Finance** to join our Senior Executive Team.

REPORTS TO: President and Managing Director

DIRECT REPORTS: Staff Accountant

Job Type: Full-time

Location: Vancouver, BC

Required Skills and Education:

- 7 years of accounting and financial management experience in progressive roles
- Professional Accounting Designation CPA, CMA, CA, CGA
- Medium sized company Director/Controller level experience
- For-profit and not-for-profit experience preferable
- Strong treasury management
- Strong analytical skills to perform budget, cost/benefit and sensitivity analysis
- Knowledge of Xero and Simply Accounting is an asset
- Experience with a dynamic and rapidly growing organization
- Exceptional verbal and written communication skills are a must
- Experience with event management and production preferred
- Ability to self-motivate and work independently
- Familiarity with BC Employment Standards Act

SCOPE:

Full Cycle Accounting Responsibilities:

- Month-end financial reporting to Parent Company
- Month-end financial reporting package for company Directors
- Responsible for year-end process and year-end reporting package for multiple companies
- Ensure company compliance with internal financial and accounting policies and procedures
- Liaise with external accountants for the year-end tax return and external review
- Processing of T4A-NR filing for non-Canadian artists
- Oversee the financial administrative function of the company, including management of leases, contracts, and other financial commitments

Budget and Forecasting:

- Creation and monitoring of the annual budget
- Prepare and monitor department budgets with department heads
- Review multiple project budgets with Producers

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- Responsible for cash flow forecasting and recommendations
- Perform financial/variance analysis

Contracting:

- Draft project-related client contracts in consultation with Director of Operations and manage client contracting process
- Liaise with an external legal advisor to ensure client and employment contracts are accurate and comprehensive
- Responsible for the creation and amendments of employee agreements, in consultation with the Director of Operations

Full cycle accounting for a not-for-profit Society

- Responsible for completing the year-end reports, including the year-end package for the Board of Directors
- Responsible for cash flow forecasting and budget variance analysis
- Work with event producer to review multiple project budgets to ensure established margins
- Complete and file the year-end not-for-profit tax return
- Maintain all Board of Directors and Society paperwork with CRA and act as the main point of contact

Project Related Work

- For larger scale projects, assist in the budget creation, variance analysis, and cash flow forecasting
- Provide additional accounting and financial management services for specific projects when required
- Review all project budgets to ensure profitability and accuracy
- Manage the payroll process with the use of Ceridian
- Manage and Liaise with Health Plan provider
- Administer online employee time tracking software

A generous compensation package will be based on experience. If you're ready to take on a challenging leadership role in a growing company, please submit your cover letter and resume for full and confidential consideration. In your cover letter please tell us what you are you looking for in a company, in a team, and the environment and culture you work best within.

Submit resume & cover letter to hr@brandlivegroup.com with "Director of Finance" in the subject line. While we thank all candidates for their interest, please note only those selected for an interview will be contacted.