



JOB DESCRIPTION - EXECUTIVE DIRECTOR – FINANCE & ADMIN

ABOUT F3 NETWORKS

F3 Networks is a leading provider of dark fiber infrastructure solutions, empowering businesses with reliable and high-speed connectivity. Founded on the principles of innovation and reliability, F3 Networks has emerged as a key player in the telecommunications industry, catering to the evolving needs of enterprises, carriers, and service providers.

F3 Networks specializes in providing dark fiber solutions tailored to the unique requirements of our clients. Our comprehensive suite of services includes:

- **Dark Fiber Leasing:** Offering customizable and scalable dark fiber leasing options, enabling clients to build their own private networks and maintain full control over their infrastructure.
- **Network Design and Consulting:** Collaborating with clients to design and implement robust network solutions that optimize performance, scalability, and cost-efficiency.
- **Maintenance and Support:** Providing proactive maintenance and round-the-clock support to ensure uninterrupted connectivity and minimal downtime.

Job Summary

The Executive Director – Finance and Administration is responsible for planning, implementing, managing, controlling, and executing all financial-related activities of the Company. This includes direct responsibility for accounting, finance, IT systems and management, cash management, budgeting and forecasting, construction accounting and job costing, performance and dashboard reporting including MD&A, support to operations, investment analyses, and undertaking strategic and oversight roles in the management of the Company.

Responsibilities

- Serves as a key member of the senior management team. In doing so should contribute to the company's strategic direction and formulation of policy that sets the company's strategic direction
- Provides leadership in the development of and continuous evaluation of short and long-term strategic financial objectives
- Provides timely and accurate analysis of budgets, financial trends and forecasts using activity based modeling and analysis
- Directing and overseeing all aspects of the finance & accounting functions of the organization
- Financial Reporting execution
- Treasury Management, including banking and insurance relationships including ensuring covenant compliance
- Evaluates and advising on the impact of long-range planning, introduction of new programs/strategies/processes and regulatory changes
- Establishes and maintaining strong relationships with all members of the management team to identify their needs and seek a full range of business solutions
- Collaborates and supports 3rd party partners providing accounting, finance, HR and IT services
- Provides management with advice on the financial implications of business activities

- Oversees preparing quarterly and year-end financial statements including audit management, and managing relationship with external stakeholders including completing the MD&A for external reports
- Manages processes for financial forecasting, budgets and consolidation and reporting to the Company
- Provides recommendations to strategically enhance financial performance and business opportunities
- Assesses financial results on a monthly basis and creating a high level of performance accountability within the operations group
- Ensures effective internal controls are in place and ensure compliance with IFRS and applicable Canada-wide, provincial/territorial and local regulatory laws and rules for financial and tax reporting
- Creates and assesses ROI projections for prospective projects
- Other responsibilities, as assigned.

Personal Qualities

- Leadership – Proven success in leading high-performance teams, achieving results through others, and being a strong team player
- Innovative thinking – Ability to lead innovative and/or transformative projects and strives for continuous improvements
- Analytical thinking - Exceptional ability to analyze data and utilize it to make sound business decision
- Customer oriented – Demonstrate strong focus on customer service and client satisfaction while maintaining high ethics and professional integrity in all interactions
- Conflict management and resolution skills - Build consensus, anticipate and solve problems
- Results focused – Ability to organize and manage multiple, and at times competing priorities
- Communication skills – Demonstrate strong communication and collaboration skills necessary to lead and manage teams and projects effectively and report results
- Relationship building skills – Ability to work within a dynamic team setting and provide leadership to build and develop strong teams

Qualifications

- Bachelor's Degree in Finance/Accounting or related field with a CPA
- 5+ years of experience in finance in a senior level finance or accounting position
- Demonstrated experience with setup and/or management of multi-entity finance platforms, including Quickbooks Enterprise and Great Plains or similar systems
- Knowledge of finance, accounting, budgeting, and cost control principles including International Financial Reporting Standards
- Demonstrated success working closely and collaboratively with all members of a team, including management
- Working knowledge of short and long term budgeting and forecasting, rolling budgets, and profitability analysis
- Knowledge of Canadian and provincial financial regulations including income and sales tax requirements
- Outstanding communication, analytical and presentation skills; demonstrating ability to influence, engage and empower



- Solid business acumen and the ability to strategically align departmental goals to company objectives and targets
- Strong organizational skills, attention to detail, ability to prioritize and meet simultaneous project deadlines
- Demonstrated ability to stay abreast of trends and regulations to ensure effectiveness and compliance
- Strong financial management and performance management acumen.
- Exhibits a personal style that contributes to a service oriented, customer focused and “value-add” culture.

Working Conditions

- Normal in office environment
- General hours of Monday through Friday 8:00am to 5:00pm but can be flexible regular business hours as required
- Travel may be required

Minimum Education	Preferred Degree or Type
Degree	Finance/Accounting
Required Certifications & Licenses	
CPA	

Disclaimer: This job description does not constitute a “contract” between the employee and the employer. The job description duties may change at the discretion of the employer and/or the employer may request the employee to perform duties that are not listed on the job description.