SLEMON PARK CORPORATION
POSITION DESCRIPTION

POSITION TITLE: Vice President, Finance and Administration
REPORTING TO: President

Date of Preparation/Revision: November 2026

POSITION SUMMARY

Slemon Park Corporation is a provincial Crown corporation that manages a business and residential community focused on aerospace, training, and real estate development. The Vice President, Finance and Administration serves as the Corporation's Chief Financial Officer (CFO). The role maintains a strong internal control environment and oversees the integrity, accuracy, and timeliness of financial information and reporting. As a member of the senior management team, the Vice President contributes to strategic planning, analysis, and corporate direction. The role also leads risk management and supports the integrity, security, and stability of the Corporation's information technology systems. The position requires advanced knowledge of Generally Accepted Accounting Principles (GAAP) and a working knowledge of International Financial Reporting Standards (IFRS) to guide the development and implementation of sound financial policies and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Financial Management and Accounting

Lead the Corporation's financial management, accounting, reporting, budgeting, and compliance activities, including:

- Lead the preparation of annual operating and capital budgets.
- Manage the timely preparation of monthly financial statements, program reports, and reconciliations required by divisional managers.
- Monitor actual performance against budget and direct financial analysis, including identifying priorities for further review.
- Ensure timely filing of payroll and commodity tax remittances.
- Lead the year-end preparation of financial statements.
- Coordinate the year-end audit, review audit recommendations, and implement necessary changes.
- Prepare ad hoc reports and analyses that identify emerging trends and their potential impact on the Corporation's strategic plan.
- Inform corporate strategy through analysis of trends, demographics, external policy developments, and internal divisional data.
- Advise all levels of management on financial management and accounting matters.
- Manage the Corporation's cash flow and investments.
- Oversee compliance with the Corporation's procurement and contracting policies.
- Develop and maintain accounting policies in accordance with GAAP and IFRS.

2. Leadership of Accounting and Human Resources Staff and External IT Services

Lead and guide the Corporation's accounting and human resources staff. Ensure that transactions comply with GAAP, applicable provincial requirements, and the Corporation's financial policies and procedures. Coach and motivate staff, provide opportunities for internal and external training, communicate strategic priorities, and provide the guidance and support needed to achieve assigned objectives. Lead and coordinate the relationship with the external IT service provider, including capital renewal planning, service-level requirements, and information security needs.

3. Policies, Procedures, and Risk Management

Lead the development and continuous improvement of policies, procedures, and controls that support consistent operations, protect assets from theft, fraud, and loss, and preserve confidentiality. Monitor changes in legislation, market conditions, and corporate strategy, and recommend responsive updates.

Key responsibilities include:

- Develop and update corporate policies, including the Whistleblower Policy and Procurement Policy.
- Design, implement, enforce, and evaluate accounting, human resources, and business continuity policies and controls to protect assets and maintain the integrity of financial reporting.
- Manage relationships with banking and investment institutions, including account access, new accounts and services, signing authorities, and service as an authorized signatory.

- Control access to information systems and ensure effective backup processes for administrative, property management, general ledger, hotel, food and beverage, and retail point-of-sale systems.
- Liaise with software and IT support providers to coordinate updates, resolve errors, and implement new features.
- Design and update corporate compensation scales.
- Manage the Corporation's insurance policies.

4. Financial and Management Information Systems

Provide leadership in the timely development, review, and presentation of financial statements and management reports.

Key duties include:

- Manage deadlines for monthly and year-end statements and remittances by guiding and supporting accounting and human resources staff.
- Monitor accounting standards, identify new or changing requirements, and advise the Corporation on policy choices and updates.
- Review and approve monthly financial reports before distribution to end users.
- Work with managers, directors, and executives to ensure reports meet business needs, and implement changes or new reports as required.
- Develop and write the annual Budget and Business Plan.
- Coordinate and provide financial information to external organizations, including the Canada Revenue Agency, Statistics Canada, and the Province of Prince Edward Island.
- Serve as the primary liaison with the Corporation's lenders, coordinating loan agreements and related drawdowns.

5. Board of Directors and Board Committees

- Attend meetings of the Board of Directors, Audit and Finance Committee, and Governance Committee.
- Serve as Corporate Secretary and prepare minutes for meetings of the Board and its committees.
- Present financial and other information to the Board and its committees.

Perform other duties and special projects as required or requested.

EXPECTED QUALIFICATIONS

- Bachelor's degree in business administration or a related field.
- Professional accounting designation.
- Extensive senior-level leadership and financial management experience.
- Sound knowledge of accounting and auditing principles.
- Strong working knowledge of GAAP and IFRS.
- Proficiency with Microsoft Office, accounting systems, and point-of-sale software.
- Knowledge of HST, employment standards, and related legislation.
- Strong interpersonal, leadership, conflict-resolution, collaboration, planning, and strategic-thinking skills.
- Demonstrated problem-solving, negotiation, and motivational abilities.
- Excellent written and verbal communication skills.

WORKING CONDITIONS

Scheduled Working Hours - This is a full-time position.

Physical, Mental, and Visual Requirements
The position requires the ability to manage tight deadlines and perform effectively under pressure. Strong organizational, written and verbal communication, leadership, strategic thinking, and interpersonal skills are essential.