



Highfield Investment Group

The Highfield Investment Group is a diverse private holding company with operational interests in real estate, industrial and residential development, hospitality, oilfield services and the thoroughbred horse racing industries. The company's holdings are managed by a small team of executives with an entrepreneurial spirit, a strong work ethic and an unwavering passion for business and the opportunities it presents.

We are currently looking for a **Financial Systems Manager (Accounting and Operations)** to join our dynamic and innovative team. This position will work to ensure the efficiency and effectiveness of the financial systems and processes of the company. In return, the company offers a competitive base salary, gain sharing program and benefit package along with the opportunity to broaden your exposure to multiple industries and businesses.

The Financial Systems Manager will be responsible for leading a small team to optimize the accounting and financial software systems and processes of the organization to ensure overall efficiency and effectiveness. This includes implementation management, administration, training and ongoing enhancement of the company's financial planning and analysis and accounting systems. Currently we operate using Yardi Voyager, and CaseWare. You are an excellent communicator, as the position has many internal and external stakeholders who depend on your guidance and expertise as your team is the main technical resource. You have a strong attention to detail and the ability to lead others, while taking the initiative to improve processes, manage the project plan and communicate all accountabilities regarding deliverables and timelines. Your past background in accounting will help you excel in this role. You must be able to manage multiple tasks and duties, while meeting regular, and changing, deadlines, in a consistent manner.

The ideal candidate should possess the following qualifications:

- 5+ years' experience in Systems Administration and leadership, coupled with a strong understanding and experience with accounting and accounting software
- Preferred Post secondary education in Business Admin., Accounting or Computer Science
- Expert level Excel user required, experience with Excel Modelling and Power BI
- Accounting Systems Administration a must, and experience with Yardi, CaseWare, and/or ERP implementation a strong asset
- Self-starter, tech-savvy and a fast learner of new financial systems
- Organized, detail oriented, and ability to multi-task in a team environment
- Dynamic individual with positive attitude and excellent written and verbal communication skills
- Excellent analytical ability, strong attention to detail, and the ability to work self-sufficiently, with minimum supervision or instruction
- This position will be required to work both in the office, and remotely as required
- Be a team player with high standards, excellent listening and interpersonal skills with a professional approach

If you feel you are the positive team player we are looking for, please forward your resume and cover letter to the HR@highfieldig.ca. Please check out our website at www.highfieldig.ca. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.