

Civic Developments

Job Opportunity:
Director of Finance



Director of Finance

Position Summary

The Director of Finance will provide strategic financial leadership across the company's real estate portfolio, overseeing financial planning, reporting, budgeting, forecasting, cash management, investment analysis, and financial controls. This role will partner closely with senior leadership to drive financial performance and support informed investment and operating decisions.

The ideal candidate combines strong technical finance and accounting expertise with a deep understanding of real estate economics, including property-level operations, development and construction, debt financing, capital structures, acquisitions/dispositions, and investment returns.

Key Responsibilities

Financial Analysis, Investment & Asset Management

- Develop and maintain property-level and consolidated financial models, including operating forecasts, cash flow projections, and investment return analyses.
- Analyze portfolio performance, identify trends and risks, and provide actionable recommendations to senior management.
- Establish and monitor key financial and operating performance indicators.
- Provide financial analysis and decision support for strategic initiatives, acquisitions, dispositions, refinancing, and development projects.
- Build and review underwriting models, including NOI, cap rates, IRR, equity multiples, debt service coverage, and leveraged/unleveraged returns.
- Partner with management team to evaluate property performance against business plans and investment objectives.
- Support due diligence and financial analysis related to new investments and transactions.
- Analyze hold/sell/refinance scenarios and provide recommendations to senior leadership.

Accounting & Financial Planning

- Lead the annual budgeting, forecasting, and long-range financial planning processes for the real estate portfolio.
- Partner with the Controller and accounting team to ensure accurate and timely property-level and corporate financial reporting.
- Oversee the integrity and consistency of financial information across the portfolio.
- Review financial statements, variance analyses, cash flow reporting, and management reporting.
- Strengthen financial controls, reporting processes, and accounting policies.
- Coordinate with external auditors, tax advisors, lenders, investors, and other financial stakeholders as required.

Treasury, Debt & Capital

- Oversee cash flow forecasting and liquidity management across the organization.
- Support and engage in negotiations for debt financing, refinancing, covenant compliance, and lender reporting.
- Analyze financing alternatives and capital structures to optimize portfolio returns.
- Monitor debt maturities, interest expense, loan covenants, and financing exposure.
- Support equity raises, investor reporting, and capital allocation decisions where applicable.

Leadership & Business Partnership

- Serve as a key financial advisor to the CEO, CFO and other senior leaders.
- Lead, mentor, and develop finance and FP&A professionals.
- Establish scalable financial processes and reporting infrastructure as the organization grows.
- Collaborate cross-functionally with acquisitions, development, construction, property management, legal, tax, and accounting teams.
- Communicate complex financial information clearly to both financial and non-financial stakeholders.

Qualifications

- Bachelor's degree in Finance, Accounting, Economics, Real Estate, or a related field. MBA, CPA, CFA, or other relevant professional designations are preferred assets.
- 6–12+ years of progressive experience in finance, FP&A, investment management, accounting, or real estate finance.
- Significant experience within the commercial real estate industry, preferably with an owner, developer, investment manager, REIT, or real estate private equity firm.
- Strong understanding of real estate financial statements, property-level economics, cash flow modeling, and investment underwriting.
- Advanced Excel and financial modeling skills.
- Experience with real estate accounting and financial systems
- Strong understanding of debt financing, capital structures, and real estate investment metrics.
- Excellent analytical, communication, organizational, and leadership skills.
- Ability to operate effectively in a fast-paced environment and manage multiple priorities.
- Experience managing or mentoring a finance team.

Key Success Measures

Success in this role will be measured by the ability to:

- Improve visibility into portfolio and property-level financial performance.
- Deliver accurate, timely, and decision-useful financial reporting.
- Strengthen budgeting, forecasting, and cash-flow planning.
- Improve the quality and consistency of investment underwriting.
- Identify opportunities to enhance NOI, cash flow, valuation, and investment returns.
- Effectively manage liquidity, debt, and capital requirements.
- Build scalable financial processes and develop a high-performing finance team.
- Provide senior leadership with clear, commercially focused financial insight.

Compensation & Benefits

Compensation will be competitive and commensurate with experience and qualifications, with potential for an annual performance-based bonus and other benefits.

Application Instructions

Applicants are to email us at:

hello@civicdevelopments.ca

Please write us a few thoughtful words about yourself, your interests, and your world. What is it about our work that makes you want to be a part of it? What do you think are special qualities you can bring to our team? What are your talents? Weaknesses? Please note only genuine, self-crafted letters will be considered and only selected candidates will be contacted.