



JOB OPPORTUNITY

Vice President, Finance & Administration

STATUS: Permanent, Full-time
LOCATION: Peterborough, ON
SALARY RANGE: \$150,000 – 185,000/year

Cambium is a successful consulting and engineering company guiding good decisions in support of healthy community development. We are motivated team of diverse people, doing great work in a rewarding environment. And...our team is growing!

Cambium is seeking to fill the position of Vice President, Finance and Administration, to be based in Peterborough, Ontario. In alignment of Cambium's values and strategic goals, the successful candidate will have the ability to develop and implement an operational plan that supports the corporate vision of prosperity for our employees, clients, and communities. The person should demonstrate a proven track record of budgetary and fiscal responsibility. Reporting directly to the President and CEO, the VP will oversee our administrative, financial, and human resources functions.

ROLES AND RESPONSIBILITIES

- Promotes the company in a positive manner in all interactions and behaviours
- Contributes to team building and morale for a great workplace
- Trains and mentors fellow employees
- Engages clients for understanding of motivations, expectations, beliefs to foster strong relationships
- Reviews and edits draft deliverables for quality control in preparation for final presentation to client
- Builds a budget that accurately reflects the financial goals associated with a given scope of activity
- Sets direction and reinforces company purpose, vision, and values
- Contributes to the creation and/or refinement of systems, platforms, documents, and deliverables
- Leverages relationships to support the goals of company and clients
- Identifies process or system issues for discussion and solution generation
- Interprets data and information producing useful knowledge and recommendations
- Communicates analysis, interpretation, and/or recommendations in clear written format
- Plans, schedules and coordinates activities with tracking of progress to scope expectations
- Actively promotes and supports the health and safety of themselves and their colleagues
- Manages resource allocations for utilization and performance
- Participates in early implementation of new processes and systems and provides constructive feedback

QUALIFICATIONS

- Master of Business Administration (MBA)
- 10 years' experience at a senior management level
- Chartered Professional Accountant (CPA) and/or Certified Human Resources Leader (CHRL) designations considered an asset
- Knowledge and experience of the application of strategic planning and program initiatives



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- Excellent time management and project management skills.
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Strong morals and ethics, along with a commitment to staff privacy.

Cambium welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If you are interested, we invite you to send us some information that would help us understand whether you are the right fit for this role and for our team. Kindly forward your documents, in electronic format only, to hr@cambium-inc.com.

WHY CAMBIUM?

Our team is different. From camping trips and movie nights to company ball-hockey tournaments in the parking lot, our team likes to have a good time together. When we cannot be together (welcome to 2021), we continue to maintain our team's bond, through activities such as photo contests, shout-outs of appreciation and care packages.

Our team is hard-working. You'll need to be flexible and able to switch priorities frequently. Sometimes the days are long. But you are always compensated for your efforts, including a minimum of 3 weeks of vacation for new, full-time team members.

Our team is proud. Flexible scheduling. Donating a portion of our net income each year to local causes and events. Winning awards. You'll find it easy to feel good about Cambium.

If you want to read about a few of the benefits of working for Cambium, check out our Careers page: <https://cambium-inc.com/careers/>