



Position Title: Finance and Business Manager
Position Reports To: President/CEO
Department / Division: Corporate

Description: The Finance and Business Manager is accountable for the administrative, financial, legal, risk management, and quality management system of the company. They will also serve as process improvement manager, ensuring continued compliance with ISO 9001 standards, and drive continual and efficiency throughout the organization.

Success Matrix

- **Pursuit of Excellence:** Become an expert in the industry, understand and analyze complex data sets and to make future focused decisions
- **Continual Improvement:** Maximize efficiency and utilization of human capital, through process improvement
- **Interdependent Teamwork:** Work with internal departments to ensure compliance with best practices and financial accountability
- **Focus:** Focus on financial, administrative, risk management and continual improvement in the company to ensure growth and success
- **Sustainability:** Develop collective knowledge base through cross training with the understanding that long term profitability and risk mitigation is in the best interests of all stakeholders

Key Responsibilities:

- Mentor finance team to ensure succession and continuity of financial operations
- Drive continuous improvement strategies throughout the organization by focusing on effectiveness, efficiency, internal controls,
- Strong “hands on” sense of financial statements, asset and balance sheet management, with profit and loss analysis and management
- Ensure compliance and continuous improvement in line with ISO 9001 standards and increase overall involvement in the continual improvement process, create an audit ready environment
- Develop and deliver accurate and information financial reports to management with recommendations
- Influence and direct behavior changes at all levels of the organization
- Competent and capable of utilizing technology in process improvement
- Create an audit ready environment
- Identify, facilitate, and complete projects to improve the overall performance of CSI
- Partner with all departments within CSI to review process and implement impactful change
- Oversee and manage CSI’s intellectual property assets
- Assist in special projects as assigned by the President

Competencies

1. Ability to analyze complex financial and operational information and making corresponding recommendations and improvements to effect positive change.

2. Demonstrated ability to improve the status quo through creative solutions, attention to detail, organizational skills with ability to meet deadlines with accurate and detailed results.
3. Great communication skills with all levels of the organization

Required Education and Experience

1. A minimum of 10 years financial area management experience in a 'for profit' business environment.
2. A minimum of 5 years experience delivering results through continuous improvement
3. A minimum of 5 years experience in successful project management
4. Superior project leadership, organizational, management and interpersonal skills
5. MBA, or Business or Accounting Degree and equivalent practical experience.
6. Lean experience preferred, but not required
7. Experience setting product market price preferred