



CAPSTONE
ASSET MANAGEMENT™



Opportunity Profile

CHIEF FINANCIAL OFFICER
CAPSTONE ASSET MANAGEMENT

NELSON/KRAFT
AND ASSOCIATES

About Us



EXECUTIVE SUMMARY

Capstone Asset Management (capstoneassets.ca) is dedicated to the growth and preservation of our client's investments. By investing in both traditional and non-traditional assets, we seek to provide investors with the maximum return for the level of risk taken.

Our team consists of highly qualified professionals with a diverse range of industry experience, knowledge and expertise needed to achieve excellent investment outcomes.

Capstone, headquartered in Langley, B.C., is seeking a Chief Financial Officer to provide collaborative leadership and overall financial management for the business. As a member of the senior leadership team, the CFO will implement the strategic improvements required to handle the increased complexity and sophistication associated with aggressive growth planned over the next 5 to 7 years.



OUR VALUES

We strive to always uphold our values and to practice the highest ethical standards. The values of Integrity, Excellence, Contemplation, Service and a Biblically informed approach form the foundation of our business decisions and practices.



POSITION SUMMARY

Reporting to the President/CIO, the Chief Financial Officer (CFO) will be responsible for providing leadership and financial management in the areas of strategic planning, corporate and fund tax structuring, audit reporting, legal, risk management, budgeting, P&L improvement, organizational structure/HR, information technology, and effective and efficient internal financial and business processes.

As a member of the senior leadership team, consisting of the President/CIO, Chief Compliance Officer, and the Senior Portfolio Manager, the CFO will provide a collaborative leadership style while being empowered to implement the strategic improvements in the business to handle the increased complexity and sophistication associated with aggressive growth. The CFO will shape and implement the fund tax structures, internal processes, infrastructure/systems, organization, and external partnerships needed to support the growth over the next 5-7 years.

In alignment with the vision, mission and values of the organization, the CFO will create a positive team culture and uphold high standards of excellence, conduct and principles to safeguard both the integrity and reputation of the business, while driving continuous improvement and innovation.

KEY RESPONSIBILITIES

Strategy

- As a strategic partner to the President/CIO, assess organizational performance against both the annual budget and the company's long-term strategy with a keen eye to continuously develop and improve systems.
- Provide advice on financial issues, tax and fund structuring, trends and changes in operating and delivery models by staying current and on the forefront of industry best practices.
- Assist in establishing yearly objectives and attaining organizational goals, and drive business improvement using metrics and KPI's most relevant to the investment industry.
- Collaboratively select, engage and maintain healthy relationships with external consultants and professionals (auditors, tax accountants, lawyers, bankers, financiers, etc.).
- Lead the information technology plan for the future and implement it successfully to meet future IT needs (hardware and software) as the organization grows.
- Ensure the organizational structure and human resources are efficient through the development and implementation of an effective organizational structure, HR strategies, communication, policies, and procedures including recruitment, training, coaching, performance management and compensation.

Financial Planning & Analysis

- Oversee corporate cash, investment, asset management, financial strategies and activities, as well as banking relationships.
- Accountable for budgeting, financial forecasting, and tax structuring for existing programs and investment funds, as well as prospective new funds and ventures.
- Establish internal audit on firms Investment Funds Net Asset Values, and private investment valuations.
- Monitor financial performance by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances.
- Develop financial well-being of the organization by providing financial projections and accounting services, preparing growth plans, as well as hiring, retaining and directing staff.
- Prepare and maintain regular financial planning reports, monthly profit and loss forecast and quarterly cash flow forecast.
- Develop and utilize forward-looking, predictive models and activity-based financial analysis to provide insight into the organization's operations and business plans.

Accounting

- Oversee the accounting team to ensure proper maintenance of all accounting systems and function; supervise finance staff and technology team
- Ensure maintenance of appropriate internal controls and financial procedures. Enhance and implement financial and accounting systems, processes, tools and control systems.
- Ensure timeliness, accuracy and usefulness of financial and management reporting. Oversee the preparation of monthly and annual financial statements. Review all month-end closing activities including general ledger.
- Oversee preparation of month-end, quarterly and year-end financial statements. Coordinate all audit activities and proper filing of tax returns. Ensure legal and regulatory compliance regarding all financial functions.
- Manage and oversee the relationship with external auditors; manage preparation and support of all external audits.

Corporate Development

- Communicate externally with clients and their accountants as well as internally to the Portfolio Managers and Capstone's Private Wealth Team.
- Support the implementation of new investment strategies and investment solutions in current domestic markets as well as new foreign markets.
- Lead the organization of a corporate structure to effectively move beyond the historical practise model and into an efficient future state corporate model.
- Support a cohesive senior leadership team which helps Capstone achieve its goals.
- Provide up to date industry knowledge by remaining aware of new regulations, participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Identify opportunities for improvement, cost reduction, and systems enhancement, and accumulating capital to fund business growth.

Legal, Insurance & Risk

- Identify and manage business risks and insurance requirements. Collaboratively manage and negotiate the corporations' insurance program and real estate affairs including acquisitions, leases and sub-leases.
- Implement and oversee prudent business continuity, crisis management, public relations, and contingency planning and risk management strategies.
- Cultivate and manage external relationships with legal advisers, insurers, and tax accountants.

QUALIFICATIONS

- Must be a Chartered Professional Accountant (CPA).
- An MBA or CFA designation is an asset.
- 10+ years professional accounting experience.
- Previous CFO experience preferred. Experience in investment pool structuring would be an asset.
- Experience should include public accounting practice, legal, audit, taxation, risk, compliance and financial management.
- Finance experience within an investment firm environment with Fund legal and tax structuring preferred.
- Excellent people skills, with a collaborative leadership style and experience working in a senior leadership team.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- A forward-looking leader who is strategic and thinks and plans ahead.
- Demonstrated success leading a finance team within a growing and complex business.
- A clear communicator, capable of effective delegation, and the building of strong interpersonal relationships and successful teams.
- Fully aligned with Capstone's values of Integrity, Excellence, Contemplation, Service, and a Biblically informed approach.

COMPENSATION PACKAGE

- Competitive annual salary, benefits package and vacation.
- Corporate bonus program.
- Donation matching.
- Mission leave.



SEARCH PROCESS

OUR SEARCH TEAM



JEFF PITCHFORD
LEADING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.



MICHELLE WILLOWS
SUPPORTING THE SEARCH

Michelle is passionate to help people discover their hardwiring and learn to live in their sweet spot. She has a background in human resources, non-profit employment programs, and higher education. She teaches a leadership course at Trinity Western University for their Adult Degree Completion Program. Michelle has her Masters in Leadership and is a certified coach and Birkman Method consultant.



LARRY NELSON
SUPPORTING THE SEARCH

Larry is a Chartered Professional Accountant and former CEO of the Baptist Housing Society in BC. He has served on many charity boards nationally and provincially including the board of the Canadian Council of Christian Charities. He has placed over 80 senior executives and worked with more than 50 not-for-profit organizations across Canada. He is passionate about lending his professional expertise to not-for-profit organizations.

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HOW TO APPLY

Forward your resume and cover letter to info@nelsonandkraft.com.

Please note, qualified candidates for this search must be Canadian residents at the time of application.

Nelson/Kraft & Associates Inc. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

Application Deadline:
July 30, 2021

Short List Interviews:
August 9-13, 2021

Start Date: TBD

Location: Langley, BC