



## **ABOUT FLAT IRON BUILDING GROUP**

Flat Iron Building Group Inc. is a commercial strategic consult, design, and build company headquartered in Toronto, Ontario. The company's mission is to inspire communities by cultivating a new standard. At Flat Iron, we place great emphasis on selecting our clients and forming project teams composed of the right individuals who are bold, open, and value community. Our approach emphasizes trust, honesty, and collaboration - because we know that the best outcomes come from strong, cohesive teams working toward a shared goal. Every day at Flat Iron we strive to overcome whatever stands in our way to get to something better. We're working to change the perception of our industry so that everyone has a story they love telling, not one that they wish would just go away. We're moving the dial on equality in our leadership and across our team, knowing there is still a long way to go. We're creating communities of people, not just places, by giving back, hosting events that keep us together, and elevating everyone who comes through our doors. We're building an Olympic level team because we know what's possible when you trust the person next to you.

We are an \$80M progressive design-build firm with fewer than 50 employees, operating under CCDC14 with full accountability and no change-order games. We are growing, and more importantly, we are maturing.

## **JOB TITLE & DIRECT REPORT**

Director, Finance & HR. Reports directly to the CEO.

## **JOB OVERVIEW**

We are looking for a Head of Finance, HR & Administration who thinks in systems, not transactions. Someone who can design clarity, eliminate chaos, and build processes that last.

This is not a back-office accounting role. This is an operational leadership role.

## **THE MANDATE**

Design. Simplify. Stabilize. Elevate.

You will oversee Finance, HR Administration, and Office Administration, ensuring that our internal systems are as strong as the projects we deliver.

## **NON-NEGOTIABLE CAPABILITIES**

We are looking for someone who brings the following:

1. **Systems Thinker**
  - Ability to design, document, and train on policies and procedures
  - Ability to simplify complexity into clear, usable direction
  - Experience implementing or stabilizing systems in growing organizations

2. **Root-Cause Problem Solver**
  - Willing to roll up sleeves and fix problems properly
  - Not interested in temporary patches
  - Focused on eliminating repeat issues through standardization, process and training.
3. **Construction Financial Experience**
  - Minimum 5 years in construction (GC, CM, or Design-Builder)
  - Strong understanding of WIP, holdback, job costing, and construction cash flow
4. **Mid-Market Accounting Experience**
  - Minimum 5 years in an accounting leadership function
  - Experience in companies under \$250M in revenue
  - Comfortable operating without layers of bureaucracy. These means being hands on.
5. **Activation Leadership**
  - Ability to identify gaps, dig in, design a solution, and mobilize a team
  - Comfortable working cross-functionally
  - Influential without being political
6. **Strong Accounting Foundation**
  - CPA or CMA required
  - Strong financial accounting and management accounting thinking
  - Ability to interpret financial data and advise leadership
7. **Communication Excellence**
  - Exceptionally strong written and verbal English
  - Ability to interpret reports and identify trends
  - Ability to communicate issues and strategies clearly and concisely
8. **Systems Familiarity**
  - Experience with Premier is an asset
  - Experience implementing ERP or process transformation strongly preferred

## **WHAT YOU WILL OWN**

- **Financial Leadership**
  - 13-week cash forecasting
  - Month-end and year end reporting and WIP integrity
  - Holdback and construction financial controls
  - Financial process stabilization and improvement
- **HR Administration Oversight**
  - Recruitment administration
  - Payroll & benefits oversight
  - Performance review cycle discipline
  - Policy governance and compliance(Leadership development remains with departmental leaders.)

- **Office & Operational Stability**
- Oversight of office administration
- Coordination of outsourced IT
- Operational policy discipline

### **WHAT THIS ROLE IS NOT**

- It is not a pure Controller role.
- It is not a transactional accounting job.
- It is not a CFO seat.
- It is not a strategic HR leadership role.

This is a builder role. A builder of system. A builder of process. And a builder of teams. But as a builder you will know what everyone on your team does and how they do it. You will design clarity where there has been complexity. You will build systems that allow others to operate at a higher level.

### **WHO WILL THRIVE HERE**

Someone who:

- Gets energy from improving and simplifying systems and ensuring followed by all
- Can move between detail and big picture
- Is comfortable in an entrepreneurial environment
- Wants impact over title
- You like digging in
- Believes operational excellence and consistency drives business performance

### **WHY FLAT IRON**

We are building something deliberate.

We believe in:

- Clear accountability
- Transparent financials
- Progressive design-build done right
- Leadership at every level

We want our internal systems to reflect that same discipline.

### **LOCATION**

This is a full-time, on-site role, located at our office in Etobicoke, Ontario.

### **COMPENSATION**

\$150K to \$170K

### **BENEFITS**

Our company offers a comprehensive benefits package, designed to support and reward our team members.

If this role resonates with you, not as relief, but as growth, we will welcome the conversation.