

Chief Financial Officer

American Hotel Income Properties REIT

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Position Description: Chief Financial Officer

General

The CFO is accountable for the strategic financial leadership of the organization and is the guardian of the financial well-being of the business. The CFO will partner with the CEO on how to grow the business and optimize the company's assets, capital structure and investments, focusing on outcomes that drive economic value for shareholders, employees, and other stakeholders. The CFO will also develop and maintain overall accounting & tax policies and controls appropriate for a Canadian REIT and provide visible and strong leadership to an accounting team of 6.

Specific Accountabilities

Board Responsibilities

- Ensures the Audit Committee of the Board has the information and analyses they need to meet their fiduciary responsibilities. Develops quarterly and annual financial presentations for the Audit Committee and provides additional information and analyses as required.
- Assists the Board and the CEO in maintaining a dedication to developing best practices in corporate governance.

Organizational Leadership

- Provides leadership to the finance and accounting functions including developing a high performing team.
- Provides advice to the CEO, Senior Management Team and Board.
- Develops, communicates, and champions a shared vision and philosophy for the finance team. Encourages and rewards innovation, curiosity, and strategic thinking.
- Leads the finance team to successfully achieve the mission and annual plans of the firm.
- Contributes to the firm's strategic planning and decision making and leads key strategic initiative, supporting increase revenue growth and asset value creation.
- Seeks opportunities for continual improvement in the provision of financial and accounting services.

Financial Strategy

- Identifies and evaluates business opportunities including capital and corporate structuring.
- Builds the bridge between the financial and strategic objectives of the company to both the Senior Management Team and the AHIP Board.

- Transforms the mindset and perception of finance to that of a strategic business partner.
- Supports investment, M&A, and transaction activity.

Corporate Finance

- In concert with the CEO, the CFO develops a strategy for communicating with the financial and investor communities. Works with the CEO and prepares for analyst calls and investor presentations.
- Responsible for establishing strong, positive and trust-based relationships with the analysts that cover AHIP by providing accurate guidance and forecasts.
- Ensures prudent balance sheet management and is opportunistic about creating value through changes in the Company's capital structure.
- Manages relationships with bankers and investors. Pursues and executes on opportunities to raise capital and refinance through effective negotiation and in a manner that maximizes shareholder value.
- Liaises with and is responsible for managing the relationship with bankers and other third parties.
- Finds opportunities to enhance the company's cash and working capital position.
- Lead debt and equity raises to fuel AHIP's growth strategy.
- Ensures the timely and accurate completion of tax returns and minimization of the Company's tax liabilities.

Accounting Leadership

- Establish and implement short-term and long-term departmental goals, objectives, policies, and operating procedures.
- Ensures the continued accurate and timely reporting of financial results for both private and public entities appropriate to evolving business needs for both internal and external stakeholders.
- Puts in place internal controls that minimize operational risk and ensure funds under management are protected and meet the Company's fiduciary obligations.
- Prepares the annual corporation budget and provides leadership, support, and assistance on the departmental budgeting process.
- Provides strategic decision support to the business through ongoing analysis. Participates in the development of dashboards and real time analytics capabilities.
- Ensure compliance with local, provincial/state, and federal budgetary reporting requirements.

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