



PROVIDENCE

Position: DIRECTOR OF FINANCE

Providence University College and Theological Seminary

Location: Otterburne, Manitoba, Canada

Type: Full-Time

Link: www.prov.ca

ABOUT PROVIDENCE

The Providence campus is on 100 acres in southern Manitoba, 30 minutes south of Winnipeg (the Province's capital city) near numerous towns that offer opportunities for involvement in church and youth ministry.

The vision of Providence is to be identified among Canada's foremost Christian universities as a learning community that transforms students into leaders of character, knowledge, and faith, to serve Christ in a changing world. A Christian academic community in the evangelical tradition, Providence teaches people to grow in knowledge and character for leadership and service.

ABOUT THE POSITION

The Director of Finance reports to the Vice President for Administration and Chief Financial Officer (VPA-CFO) and works within the guidelines, policies and mission of Providence and is accountable and responsible for the oversight of the Finance Team. The Director of Finance works closely with the VPA-CFO to implement, manage, supervise and evaluate all financial aspects of Providence in accordance with the standards set out by Providence and the external auditors. As a key advisor to the VPA-CFO, the Director of Finance participates in strategic planning and budgeting initiatives in addition to problem solving.

Reporting to the Vice President for Administration / Chief Financial Officer, the ideal candidate will have a Canadian CPA designation and experience in not-for-profits.

RESPONSIBILITIES

- Ensure proper record-keeping and accounting of all financial transactions of the Institution
- Assist with the annual audit
- Prepare reports to submit to VPA-CFO for various governmental and non-governmental agencies
- Provide information and considerations from accounting to help in the preparation of the annual budget
- Develop and produce routine and ad hoc management information reports for various audiences
- Maintain a knowledge base with respect to the accounting software

- Compile, analyze, and interpret a variety of financial and transactional information to review and improve business and accounting processes as well as system setup
- Strategic management of the Finance Team ensuring accurate and complete records are maintained in accordance with GAAP and other regulatory requirements, and ensuring all tasks within the functional area are completed in a timely and accurate manner
- Analyze, identify, and recommend process improvement and system modifications to increase productivity and efficiency in the Finance department
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JOB REQUIREMENTS

- Canadian CPA designation, University degree in Business Administration
- 5-7 years working in an accounting environment; experience with not-for-profits, Fund accounting and payroll is preferred
- In-depth understanding of Canadian Generally Accepted Account Principles (GAAP)
- Thorough knowledge of Canadian accounting procedures, specifically as they apply to not-for-profit organizations and Fund accounting
- Advanced skill with Microsoft Excel, including SUMIF and Pivot tables
- Meticulous and ethical work habits, a high level of accuracy and attention to detail
- Good organizational skills, able to prioritize and organize several projects/tasks at a time
- Good analytical reasoning skills; able to think through problems, assess options, and follow through
- Good communications skills; able to clearly and effectively communicate verbally and in writing to others, including those of all financial knowledge levels
- Currently able to work and live in Canada

PERSONAL COMMITMENT

- To be in good standing with a local church;
- An enthusiastic personal faith commitment;
- A commitment to Christian higher education and to Christian ministry;
- Affirm the Covenant of Faith of Providence University College and Seminary as outlined in the Staff Handbook;
- Able and willing to uphold the Covenant Of Community Life and model conduct accordingly;

WORK ARRANGEMENT

- This is a full time position with a 37.5 hour per week work schedule. Normal business hours are 8:15 AM – 4:30 PM, Monday-Friday. (2 - 15 minute coffee breaks; 45 minutes for lunch)
- Providence is a faith-based institution and all staff are required to agree to a code of conduct. Our Staff Handbook outlines all institutional expectations, responsibilities, and benefits

APPLICATION INSTRUCTIONS

- To apply, submit a cover letter and resume by email to hr@prov.ca
- Consideration of applications will commence on December 1, 2018, and will continue until the position is filled
- We thank all applicants for their interest, however, only those selected to proceed in the competition will be contacted
- Questions regarding this position can be sent by email to hr@prov.ca