



PROVIDENCE

Finance Officer

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting to the Chief Financial Officer, the Finance Officer will directly contribute to the advancement of Providence's mission by carrying out accounting and related functions in the Finance Department.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Perform payroll processing functions.
- Perform reconciliations of multiple bank accounts
- Record journal entries.
- Prepare, monitor, and pay indirect taxes: GST, PST
- Assist with audits.
- Assist with filing and record keeping.
- Assist CFO with assigned tasks.
- Provide support to Senior Accountant
- Provide support to Financial Aid Administrator
- Provide support to Accounts Payable Clerk
- Provide support to Business Office Accounting Clerks

OTHER DUTIES AS ASSIGNED

- These duties may include miscellaneous departmental tasks that could arise as urgencies or as brief seasons of emphasis or need in the department. Some events are annual and require involvement by multiple staff. Some events are institutional, drawing staff for short periods to meet organizational needs. This does not diminish the primary roles of the position.



PROVIDENCE

COMPETENCIES

- Multi-tasking capabilities
- Ability to thrive in a fast-paced work environment.
- Analytical Reasoning: Ability to think through problems, assess options and understand processes.
- Attention to Detail: Attentive to detail and thorough in completing work tasks.
- Organizational skills: Electronic filing and email sorting for a smooth workflow
- Communication: Well-developed communication skills, oral and written and interpersonal communication; ability to communicate effectively with a wide variety of departments, faculty, and students
- Confidentiality: Ability to exercise discretion, integrity, diplomacy, professionalism, and tact
- Dependability: Reliable, responsible, and dependable, and fulfilling obligations
- Initiative: Willingness to take on responsibilities and challenges
- Team focussed: Working cooperatively and effectively to set goals, resolve problems, and make decisions that benefit the organization alongside others.

EDUCATION & QUALIFICATIONS

- 2 years' experience in an accounting environment
- High level of digital proficiency and knowledge of keyboard shortcuts
- Familiarity with bookkeeping and basic accounting procedures
- Proficient in MS Office 365 products
- Professionalism and adherence to ethical standards
- Working knowledge of accounting software is an asset
- Working knowledge of student information system software is an asset
- High proficiency with Microsoft Excel is an asset



PROVIDENCE

PERSONAL COMMITMENT

- An enthusiastic personal Christian faith commitment
- A commitment to Christian higher education
- Support the Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

WORK ARRANGEMENT

- This is a full-time position at 37.5 hours per week
- This is an in-person, on-site position
- This position has the option of being located at either of our Otterburne or Winnipeg campuses.

APPLY

Submit a cover letter and resume by email to:

Rick Franks, CPA, CMA, CIA
CFO
c/o Marlin Reimer, Director of Human Resources
Email: hr@prov.ca

Start Date: As soon as possible.

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at prov.ca.