



# PROVIDENCE

## VICE PRESIDENT OF FINANCE

For 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 President, the Vice President of Finance provides strategic leadership and direction to all aspects of the University and Seminary's financial activities and interests. The VPF will direct the management of all financial departments, programs, and initiatives in keeping with the mission, goals, and objectives of the institution. The VPF will sit as a member of the President's Cabinet, directly participating in institutional planning and decision making.

### SUMMARY OF DUTIES AND RESPONSIBILITIES

- Develop and implement financial strategies that support the university's mission and strategic goals.
- Oversee the Chief Financial Officer, working together to assure effectiveness in all accounting, budgeting, financial reporting, investment management and risk assessment functions of the university and seminary.
- Provide leadership in the development of annual budgets and long-range financial forecasts.
- Ensure compliance with all applicable financial regulations, audits, and reporting requirements.
- Work collaboratively with academic and administrative leaders to align financial resources with institutional priorities.
- Provide regular financial reports and strategic counsel to the President, Board of Trustees, and senior leadership.
- Work with the CFO to manage relationships with external stakeholders including auditors, banks, investment managers, and legal counsel.
- Work with the VP of Enrolment, to develop, implement, and maintain an effective reporting framework for projecting enrolment numbers for budgeting and strategic purposes.
- Ensure provision of adequate and effective business services to Providence employees in areas such as purchasing, printing, banking, telephone and data processing.
- Provide business support, project assistance, and analysis for various departments.
- Oversee and manage Sodexo contract, engaging in regular communication and looking for ways to increase efficiencies while maintaining high levels of student satisfaction.
- Integrate faith and ethical stewardship into all financial practices and decisions.
- Miscellaneous job-related duties as assigned.

### PRESIDENT'S CABINET AND EXECUTIVE LEADERSHIP

- Serve as a member of the President's Cabinet and participate in planning and decision-making for Providence.
- Attend, prepare for, and participate in Institutional Board of Governor's meetings as directed by the President.
- Respond to and serve as a Member of the Audit and Finance Committee



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## COMPETENCIES

- Extensive knowledge of financial management theory, strategy, principles and practice along with demonstrated experience in budget management, financial planning, and regulatory compliance.
- Exceptional interpersonal skills and the ability to interact and work effectively with administrators, academic leadership, faculty, students, community leadership, public officials, funding agencies, and members of the community at large.
- Advanced analytical, evaluative, and objective critical thinking skills.
- Ability to foster a cooperative work environment including employee development and performance management skills.
- Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
- Skill in program planning, examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures applicable to an institute of higher education.
- Proven ability to lead teams and communicate complex financial matters to non-financial audiences.
- High integrity, transparency, and a servant-leader mindset.

## PERSONAL COMMITMENT

- An active 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](#)

## EDUCATION & QUALIFICATIONS

- Bachelor's degree required
- Master's degree preferred
- Proven background and experience in Financial Management
- Experience with managing a team
- Proficient in MS Office 365

## WORK ARRANGEMENT

- This is a full-time position
- Some evenings and weekends as necessary

## APPLY

Submit a cover letter and resume by email to:

Dr. Kenton Anderson, President  
c/o Marlin Reimer, Director of Human Resources



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Email: [hr@prov.ca](mailto:hr@prov.ca)

Start Date: Open until a suitable candidate is determined.

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](http://prov.ca).