



PROVIDENCE

DIRECTOR OF FINANCE

For over 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.

The Director of Finance joins Providence at an important time in the institution's history. This is an opportunity for a trusted and capable financial leader to help strengthen the financial foundation of the university, improve financial systems and processes, provide clear and timely information for decision-making, and ensure responsible stewardship of Providence's resources.

POSITION OVERVIEW

The Director of Finance is the senior day-to-day leader of the Finance function at Providence and reports to the Chief of Staff.

The Director of Finance is responsible for the integrity, accuracy and effectiveness of Providence's financial operations and serves as a key financial resource to the Chief of Staff, President, Executive Leadership Team, Board committees and departments across the institution.

Working within Providence's mission, policies and delegated authorities, the Director of Finance provides hands-on leadership for accounting, financial reporting, cash management, budgeting, accounts payable and receivable, payroll, internal controls, compliance, audit and financial systems.

The Director of Finance is expected to be both a financial steward and a practical business partner -providing accurate information, identifying risks and opportunities, strengthening financial controls, improving processes and helping leaders understand the financial implications of their decisions.

In a small university environment, the Director of Finance will be a hands-on leader who is comfortable working at both the strategic and detailed levels. The successful candidate will be able to move from reviewing a financial statement to resolving an accounting issue, working with a department leader on a budget, or addressing an immediate cash-flow matter.

The Director of Finance will foster a culture of integrity, accountability, transparency, service and stewardship, recognizing that Providence's financial resources exist to advance its academic mission and serve its students.



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KEY RESPONSIBILITIES

FINANCIAL MANAGEMENT AND STEWARDSHIP

- Provide effective day-to-day leadership of Providence's Finance function.
- Maintain accurate, complete and timely financial records in accordance with Canadian accounting standards applicable to Providence and relevant regulatory requirements.
- Monitor the institution's financial position and provide early identification of significant financial risks, pressures and opportunities.
- Maintain a clear understanding of unrestricted, restricted, designated and other institutional funds and ensure they are appropriately accounted for and used.
- Support responsible stewardship of Providence's financial resources and ensure expenditures are consistent with approved budgets, policies and delegated authorities.
- Monitor accounts receivable, accounts payable, student accounts, deferred revenue, deposits and other significant balance-sheet items.
- Maintain appropriate banking relationships and financial records.
- Support effective management of institutional commitments, creditors and other financial obligations.

CASH MANAGEMENT AND FINANCIAL FORECASTING

- Maintain an accurate and timely understanding of Providence's available cash position.
- Prepare and maintain rolling cash-flow forecasts and identify emerging liquidity pressures.
- Monitor significant cash inflows and outflows and advise the Chief of Staff and senior leadership of material issues.
- Assist leadership in establishing appropriate payment priorities when necessary.
- Ensure restricted or otherwise unavailable funds are appropriately distinguished from funds available for general operations.
- Develop practical financial information that supports short- and long-term decision-making.

FINANCIAL REPORTING AND ANALYSIS

- Prepare timely monthly and periodic financial statements and management reports.
- Provide clear analysis of actual results compared with budget, prior periods and financial expectations.
- Explain significant variances and identify underlying causes and implications.
- Develop financial dashboards and other management information required by the Chief of Staff, President, Executive Leadership Team and Board committees.
- Prepare ad hoc financial analysis and projections to support institutional decisions.
- Translate financial information into clear, understandable information for non-financial leaders.
- Maintain appropriate financial reporting calendars and ensure deadlines are met.



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BUDGETING AND FINANCIAL PLANNING

- Coordinate the annual institutional budgeting process in collaboration with the Chief of Staff and departmental leaders.
- Provide financial analysis and assumptions required for budget development.
- Monitor departmental budgets throughout the year and identify material variances.
- Assist leaders in understanding the financial implications of proposed programs, staffing, contracts, capital expenditures and other commitments.
- Support longer-term financial planning, forecasting and scenario analysis.
- Help ensure that financial decisions are aligned with Providence's strategic priorities and financial capacity.

ACCOUNTING OPERATIONS

- Oversee the general ledger and day-to-day accounting functions.
- Ensure timely and accurate month-end and year-end closing processes.
- Review and approve, within delegated authority, journal entries and accounting adjustments.
- Reconcile bank, balance sheet and other significant accounts on a timely basis.
- Oversee accounts payable, accounts receivable, student accounts and payroll.
- Ensure appropriate recording and reconciliation of tuition, student deposits, deferred revenue and other significant revenue streams.
- Maintain appropriate accounting for restricted and externally funded resources.
- Ensure appropriate documentation and audit trails are maintained.
- Identify and correct accounting discrepancies and control weaknesses.

PAYROLL, BENEFITS AND STATUTORY COMPLIANCE

- Oversee accurate and timely payroll processing and related remittances.
- Ensure compliance with CRA requirements and other applicable statutory obligations.
- Coordinate with Human Resources regarding payroll, benefits, employee changes and related financial matters.
- Maintain appropriate controls over payroll changes, approvals and access.
- Ensure required government, regulatory and institutional reports are completed accurately and on time.

AUDIT, COMPLIANCE AND EXTERNAL REPORTING

- Coordinate the annual external audit and serve as a principal operational contact for auditors.
- Prepare or oversee the preparation of audit working papers, schedules and supporting documentation.
- Ensure audit recommendations are appropriately addressed.
- Prepare or coordinate required financial information for government, regulatory, accreditation, denominational and other external organizations.



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- Maintain an up-to-date knowledge base of Providence's reporting requirements and deadlines.
- Support compliance with applicable legislation, accounting standards, funding requirements and institutional policies.
- Maintain appropriate documentation to demonstrate financial accountability and stewardship

FINANCIAL CONTROLS AND RISK MANAGEMENT

- Establish, maintain and continually improve effective financial controls appropriate to a small private university.
- Ensure appropriate segregation of duties and approval authorities.
- Review financial processes for control weaknesses, inefficiencies and unnecessary risk.
- Monitor system access and financial authorization levels.
- Ensure appropriate purchasing, payment and expense-approval practices are followed.
- Identify material financial and operational risks and bring them forward promptly.
- Develop practical procedures that protect Providence while remaining appropriate for a small institution.
- Support the Chief of Staff and leadership in understanding significant financial risks and recommended mitigation strategies.

FINANCE TEAM LEADERSHIP

- Provide leadership, supervision, coaching and support to Finance staff.
- Establish clear responsibilities, priorities, expectations and service standards.
- Ensure appropriate cross-training and continuity of essential financial functions.
- Develop and maintain documented Finance procedures and institutional knowledge.
- Build a culture of professionalism, accountability, responsiveness and service.
- Ensure the Finance team provides timely and respectful service to students, faculty, staff and other members of the Providence community.

FINANCIAL SYSTEMS AND PROCESS IMPROVEMENT

- Maintain strong working knowledge of Providence's financial and related administrative systems.
- Identify opportunities to simplify, automate and strengthen financial processes.
- Recommend appropriate system improvements and changes.
- Ensure financial systems are configured appropriately and information is reliable.
- Develop and maintain effective documentation of key financial processes.
- Support staff training and appropriate use of financial systems.
- Seek practical improvements that reduce manual work, improve controls and increase the quality and timeliness of financial information.



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INSTITUTIONAL SERVICE AND COLLABORATION

- Develop effective working relationships with academic and administrative leaders across Providence.
- Provide practical financial advice and support to departments while maintaining appropriate financial controls.
- Work collaboratively with Human Resources, Enrollment, Student Services, Advancement, Information Technology, Facilities and other departments.
- Communicate financial matters clearly to individuals who do not have a financial background.
- Work professionally with external partners, including banks, auditors, legal counsel, government agencies, insurers, regulators and accrediting organizations.
- Contribute to an institutional culture in which financial stewardship is understood as a shared responsibility.

AUTHORITY AND ACCOUNTABILITY

The Director of Finance operates within policies and delegated authorities established by Providence.

The position has responsibility for the day-to-day operation and integrity of the Finance function, including appropriate review, approval, oversight and escalation of financial matters.

The Director of Finance is expected to exercise sound professional judgment and to raise significant financial concerns promptly rather than allowing issues to remain unresolved.

Matters involving significant financial commitments, changes to institutional strategy, material deviations from approved plans or matters reserved to the President, Chief of Staff, Executive Leadership Team, Board or Board committees will be escalated in accordance with established authorities.

The Director of Finance does not replace the broader institutional leadership role of the Chief of Staff. Rather, the Director provides the Chief of Staff and senior leadership with the financial information, analysis, controls and operational discipline necessary for sound institutional decision-making.

KEY DELIVERABLES

Success in this role will include:

- Accurate and timely monthly financial reporting.
- Reliable and current cash-flow forecasting.
- Timely completion of month-end and year-end financial processes.
- Strong financial controls and appropriate segregation of duties.
- Accurate payroll and statutory remittances.



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- Effective management of accounts payable and receivable.
- Clear visibility into restricted and unrestricted funds.
- A well-managed annual budgeting process.
- Timely and well-prepared external audit and regulatory reporting.
- Improved documentation and continuity of financial processes.
- Financial information that leaders can understand and use.
- Early identification and communication of material financial risks.
- A Finance team that is organized, responsive and trusted.
- Continuous improvement in the efficiency and reliability of Providence's financial operations.

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 in business administration, Commerce, Accounting, Finance or a related discipline.
- Canadian CPA designation is strongly preferred and may be required depending on the final scope of the position.
- Minimum five years of progressively responsible accounting and financial management experience, preferably including experience in a senior finance or controller-level role.
- Experience in a nonprofit, charitable, post-secondary or Christian higher education environment is strongly preferred.
- Demonstrated experience with fund accounting and restricted funding.
- Strong knowledge of financial reporting, budgeting, cash management and internal controls.
- Experience with payroll, statutory remittances and external audits.
- Experience working with financial information systems and implementing process improvements.
- Strong Excel and Microsoft 365 skills.
- Demonstrated ability to work effectively in a small organization where hands-on involvement is required.



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CORE COMPETENCIES

INTEGRITY AND STEWARDSHIP

- Demonstrates exceptional integrity, discretion and accountability when dealing with financial resources and highly confidential information.

FINANCIAL JUDGEMENT

- Understands not only what the financial numbers say, but what they mean for the institution and its ability to fulfill its mission

LEADERSHIP

- Provides clear direction, establishes priorities and develops people while contributing positively to a small and collaborative leadership environment.

ANALYTICAL THINKING

- Able to analyze complex financial information, identify trends and risks, and translate analysis into practical recommendations.

COMMUNICATION

- Communicates financial information clearly and respectfully to financial and non-financial audiences.

COLLABORATION

- Builds effective relationships across the university and works constructively with academic and administrative leaders.

PRACTICAL PROBLEM SOLVING

- Approaches challenges with a solutions-oriented mindset and is comfortable working with imperfect information and limited resources.

ACCOUNTABILITY

- Takes ownership of commitments, follows through on priorities and raises concerns early when expectations or financial objectives may not be met.

ADAPTABILITY

- Works effectively in a changing environment and is comfortable balancing strategic priorities with detailed operational responsibilities.

SERVICE ORIENTATION

- Recognizes Finance as both a control function and a service to the broader Providence community.

CONFIDENTIALITY AND DISCRETION

- Exercises exceptional judgment when dealing with employee, student, donor, financial, legal and institutional information.

PERSONAL ATTRIBUTES

The successful candidate will be:

- Trustworthy and discreet;
- Calm and steady under pressure;
- Financially rigorous without being unnecessarily bureaucratic;
- Comfortable delivering difficult information respectfully and directly;
- Curious and committed to continuous improvement;



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- Organized and detail-oriented;
- Approachable and service-oriented;
- Able to work independently while knowing when to seek advice;
- Comfortable moving between strategic questions and hands-on accounting work;
- Committed to the responsible stewardship of Providence's resources; and
- Deeply supportive of Providence's Christ-centered mission.

WHY THIS ROLE MATTERS

At Providence, financial stewardship is ultimately about more than numbers.

Every dollar entrusted to the university represents an opportunity to educate students, support faculty and staff, strengthen the institution and advance Providence's mission.

The Director of Finance plays an important role in ensuring that Providence has the financial clarity, discipline and stewardship necessary to fulfill that mission for generations to come.

WORK ARRANGEMENT

- This is a full-time position at 37.5 hours per week
- This is an in-person, on-site position, located on our Otterburne campus

APPLY

Submit a cover letter and resume by email to:

Jeff Peitsch, Chief of Staff

Email: 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. Applicants must be legally entitled to work in Canada for this position. 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.