

Director of Finance

Full-Time, Permanent, 1.0 Full-Time Equivalent (FTE)

As the Director of Finance, you lead the Finance Department and have primary oversight of the university's financial operations. In this role, you directly oversee financial operations, deliver internal and external financial reporting, ensure regulatory and tax compliance, and administer the annual budget process. Accountable for the development and delivery of the Finance Department, you ensure appropriate procedures, controls, and services to ensure effective management, audit, accounting, and reporting of the university's funds.

KEY AREAS OF RESPONSIBILITY

Leadership

- Provide leadership to the Finance department ensuring the effectiveness of its major functions including student billing, payables and receivables, financial accounting, and reporting.
- Foster a collaborative environment where team members actively engage with processes, deadlines, and ongoing learning.
- Mentor, train, and support members of the Finance department, encouraging a culture of continuous improvement.
- Lead and support key projects such as information systems upgrades.

Financial Management

- Prepare financial statements in accordance with Canadian Accounting Standards for Not-For-Profit Organizations (ASNPO).
- Ensure accurate and timely completion of all internal and external financial reporting.
- Coordinate and lead the annual year-end audit process and liaise with external auditors.
- Ensure the appropriateness of internal controls over financial processes, financial reporting, and regulatory/policy compliance.

Administration

- Administer the university's annual budget process.
- Provide financial reporting, support, and respond to inquiries from internal departments.
- Manage the university's relationships with banking and lending institutions
- Under the guidance of the VP Admin & Finance and the Board Investment Committee, administer the university's investment portfolios.
- Administer the university's insurance program.
- Continuously renew and refine department processes to ensure smooth operations.

WORKING CONDITIONS

This position works with standard office equipment and sits for extended periods of time performing keyboarding activities. The Director of Finance works in a fast-paced office environment and works closely with internal and external stakeholders, requiring ongoing and frequent communication. This position may experience frequent interruptions.

WHAT YOU OFFER

- A commitment to the Christian faith, the church, and the mission of CMU.
- A Minimum of five (5) years working experience in a senior financial role.
- CPA designation; combination of relevant education and experience may be considered.
- Minimum three (3) years' experience working in a finance leadership capacity.
- Excellent knowledge of ASNPO and the ability to recommend policy choices.
- Proven ability to successfully develop, evaluate, and implement internal financial control frameworks.

- Knowledge of internal control frameworks and experience managing control activities.
- Sound analytical, technical, and problem-solving skills.
- Demonstrated leader and mentor.
- Strong organizational capacity and ability to manage diverse priorities and multiple deadlines.
- High level of professionalism and demonstrated service-oriented mindset.

WHAT WE OFFER

- Extended Health, Dental, & Vision Benefits
- Employer Matched Defined-Pension Plan
- Comprehensive Paid Time Off
- Tuition Scholarship Benefit Program for eligible employees and dependents
- Employee and Family Assistance Program
- Free Meal Program

HOW TO APPLY

We want to learn more about you! Please submit your cover letter and resume to hrdirector@cmu.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing Date: Open until filled

Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.

If accommodations are needed, please send your request to hrdirector@cmu.ca.