



Director of Finance

Winnipeg, Manitoba

On behalf of our client, St. Paul's High School, we are looking for a Director of Finance to join their team. Reporting to the President and collaborating closely with the board, you will provide leadership to the business and general management activities associated with the operation of a Jesuit Catholic high school with an operating budget of over \$12M.

This position is responsible for the overall direction, coordination, and evaluation of all areas related to finance management, administration, and human resources at St. Paul's High School.

Benefits of the organization:

- Competitive compensation and benefits package
- A positive and professional work environment
- Collaborative and inclusive work environment

About St. Paul's High School:

Central to the mission of St. Paul's High School is the preparation of young men for post-secondary studies and subsequent leadership in the community. As a Jesuit, Catholic school our curriculum has been developed in a way that stimulates our students' imagination and desire to learn, encourages them to make positive and meaningful decisions, and provides the groundwork that promotes lifelong learning.

How to Apply:

Please apply online at

<https://jobs.peoplefirsthr.com/#/jobs>

For further information about this career opportunity, please feel free to contact Tara Gousseau at 204-293-2218

We thank all applicants for their interest; however, only those selected will be contacted for an interview.

As the Director of Finance, you will:

- Oversee the budgeting and financial operations by preparing annual operating and capital budgets, preparing and monitoring cash flow projections, and preparing monthly financial statements and variance reports.
- Drive continuous improvement and cost discipline by supporting decision making with timely and insightful analysis and reporting.
- Develop and maintain long range financial projections to enable prudent operational and strategic investment choices, ensuring financial sustainability and tuition stability.
- Lead the enterprise risk management function, delivering identification, measurement, and mitigation of critical risks in the school's operations, finances, and environment.
- Partner with the President and other school leadership to support the success of key objectives in the strategic plan, including any capital investment or enhanced fundraising initiatives.
- Provides leadership of the general accounting functions, including accounts payable, accounts receivable, payroll and benefits (including teacher contracts), and bank reconciliations.
- Manages the organization's general investment and bursary funds in partnership with the Finance Committee, reporting on a regular basis to the Board of Directors.
- Coordinate the year-end audit process, including the review and/or preparation of working papers, schedules, analyses, and other required documentation.
- HR management, ensuring HR systems that support employee recruitment and retention, including performance evaluations, exit interviews, and professional development, and a member of the personnel committee.

You and Your Experience:

- This role requires a leader with combined accounting and finance experience and an ability to work at both strategic and tactical levels.
- 10 years of overall combined accounting, finance, and management experience, including experience in financial planning, financial technology systems implementations and conversions, budgeting, financial control, and cash management.
- A professional accounting designation, CPA, preferred.
- A post-graduate degree in Business Administration or a related discipline would be an asset.
- Excellent interpersonal and communication skills with the ability to build effective relationships with internal and external stakeholders.
- Experience in technology, with computerized accounting systems, including modernization of processes and software conversions.

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