



Manager of Finance
Management Out of Scope
Level 4

Last Reviewed: September 11, 2026

Position Summary

Reporting to the Vice President, Finance and Administration, the Manager of Finance is responsible for ensuring the operational effectiveness and efficiency of the College's financial and registration operations. As such, the Manager of Finance responsibilities reflect all aspects of financial management, including regulatory and financial reporting, budget and forecast preparation, as well as the development of internal control policies and procedures. The Manager of Finance performs highly technical duties and maintains extensive staffing relationships within the organization.

Duties and Responsibilities

Financial Management

- Manage day-to-day financial operations including the review of journal entries, accounts payable, accounts receivable, budgets and statutory reporting.
- Establish, implement and monitor internal controls to ensure that financial activities are in accordance with established legal regulatory and college policies and procedures.
- Manage the overall internal budgeting and budget review processes including development and oversight of Finance and Registration budgets.
- Analyze, monitor and review budgets and expenditures for provincial, federal, and private funding, contracts and grants, working collaboratively with managers to align resources with funding parameters to maximize available funding.
- Implement, manage and make recommendations for improvement to the financial accounting systems.
- Direct and coordinate the compilation and analysis of financial information.
- Explain and advise management of anomalies, variances and areas of concern.
- Design, prepare, and distribute comprehensive reports, including financial statements and cost accounting reports including preparation of quarterly & annual reports for internal and external users.
- Research, recommend, implement and evaluate the College's financial operating strategies.
- Ensure accounting procedures, principles and practices are maintained.
- Manage and coordinate audit processes with external and provincial auditors.

Centralized Registration

- Oversee the centralized registration function and provide leadership, direction, and support to the Registration Team to ensure efficient, accurate, and consistent delivery of registration services.
- Oversee annual pricing and costing processes, including the development and implementation of tuition fees, payment schedules, and refund policies.
- Establish and maintain financial and student information system continuity, ensuring accurate data management, effective processes, and seamless integration across registration, finance, and student services.
- Develop, implement, and continuously improve internal registration processes, procedures, and controls to support operational efficiency, compliance, and a positive student and vendor experience.
- Monitor registration workflows, timelines, and service standards, ensuring the team delivers timely and responsive support to students, families, vendors, and internal stakeholders.
- Provide oversight of team workloads, performance, training, and professional development, fostering a collaborative and service-focused registration environment.

- Ensure registration practices and systems are aligned with institutional policies, financial requirements, and annual enrolment objectives.
- Identify opportunities to streamline processes, enhance system functionality, and improve the overall student and vendor experience.
- Collaborate with Finance, Student Services, IT, and other departments to ensure accurate information flow, effective issue resolution, and continuity of operations throughout the annual registration cycle.

Administration

- Direct periodic reviews of internal control audits and provide recommendations for procedural improvements.
- Review accounting records to ensure college compliance with established policy, procedures and contractual agreements.
- Identify opportunities and lead projects to enhance the performance of financial operations, while maintaining efficiency and effectiveness.
- Maintain cooperative, effective relationships with staff and external agencies as required.

People and Resource Management

- Active participation and engagement in manager team with responsibilities to liaise and support financial and registration aspects of program and services delivery.
- Establish and implement short and long-term department goals, objectives, policies and operating procedures.
- Responsible for the efficient operation and oversight of Accounts Payable, Accounts Receivable, and Centralized Registration, including establishing and maintaining effective processes, staffing, and performance standards to achieve departmental goals and objectives.
- Administer the terms and conditions of the Staff Agreement, Collective Bargaining Agreement, and human resource management practices in area of responsibility.

Duties and responsibilities outlined above are representative but not all-inclusive. Other duties may be assigned.

Knowledge, Skills, Abilities and Education

Candidates must be able to demonstrate:

- Extensive experience in and knowledge of finance, accounting, budgeting, and cost control principles, including, but not limited to, Principles and Public Sector Accounting Board (PSAB).
- Experience in post-secondary education sector an asset
- Proven ability to analyze financial data and prepare financial reports, statements and projections with lens to providing sector specific detail
- In-depth working knowledge of short- and long-term budgeting and forecasting
- Extensive knowledge of provincial and federal financial regulations
- Knowledge of and experience with financial and accounting software applications.
- High level critical thinking and analytical skills
- Strong Leadership and team-building skills
- Attention to detail in all areas of work
- Proficient interpersonal and business communication skills
- Good project management skills including internal process mapping and the ability to motivate teams to produce quality work within tight timelines
- Excellent organizational, prioritizing and multi-tasking skills
- Ability to conceptualize, analyze and problem solve with specific strengths in financial analysis and related articulation of results via report writing
- Knowledge of modern managerial practices and office procedures
- Excellent computer skills in Microsoft Word and Outlook; expert level skills in Excel

- Willingness to work a flexible schedule
- Willingness and ability to travel

Candidates require:

- A valid Province of Saskatchewan driver's license (or equivalent) with an acceptable record.

Education

- The minimum educational qualification for this position is a professional accounting designation or a related four-year university degree with demonstrated practical experience at a senior level.

Experience

- More than two years of practical, related experience in a senior level accounting and supervisory role is required to perform the duties of this position.
- Previous experience working with the computerized accounting systems, Microsoft 365 Business Central or MyBudgetFile, is an asset.

Travel

- Travel will be required; mostly within the Great Plains College region