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University College of Alberta

You can do that here.

**VICE-PRESIDENT FINANCE & OPERATIONS**

The Vice-President Finance & Operations serves as the principal financial officer providing leadership for Concordia's budget development, budget forecasting, and fiscal affairs. As part of the senior management team, this position provides leadership to and manages direct reports from the various units within the Administrative Services area, namely Financial Services, Computing Services, Custodial Services, Security, Plant Operations and the Bookstore.

Ensuring the proper management of all financial resources of Concordia University College of Alberta is crucial in this role. In collaboration with the President, the Vice-President will be responsible for developing the short - and long - term financial policies, systems, procedures, regulations, and forms for implementation of the area and the institution as a whole. S/he will also direct the development and implementation of the University budget and planning cycles for the operating funds. This position is responsible for the preparation and submission of financial statements of income and expenses as related to the current budget.

The ideal candidate requires a high level of leadership and management skills including thorough knowledge and understanding of a post-secondary academic environment. S/he will possess a minimum baccalaureate degree in a related discipline with preference given to candidates with a professional designation such as CA, CMA, and CGA, along with a minimum of five years of progressively senior management experience. S/he should demonstrate exceptional organizational leadership and have experience with strategic financial and business planning. The ability to demonstrate success with managing multiple, complex departments is also desirable.

Candidates must understand and support the mission and values of Concordia as a Christian liberal arts university.

A detailed position description is available at <http://www.concordia.ab.ca/humanresources/>

**Closing Date: Thursday, January 19, 2009**

The review of applications will begin on January 19, 2009. The position remains open until it is filled. All applications, including three work-related references, should be forwarded in confidence to:

Nancy Nagel  
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