



Child and Family Services of Western Manitoba

Services à l'enfant et à la famille de l'ouest du Manitoba

Job Posting Details

Position Title & Program Area:	<u>Chief Financial Officer, Full-time permanent</u>	Competition Number:	<u>09 / 26</u>
Posting Close Date & Time:	<u>Monday, June 8, 2026 at 9:00 a.m. CDT</u>	External or Internal:	<u>External</u>

Position Summary and Qualifications

Child and Family Services of Western Manitoba is an autonomous, non-profit organization providing Child and Family Services throughout Western Manitoba. Governed by an elected Board of Directors and funded through public and private sources, the Agency employs over 125 staff. Our mission is: "Child and Family Services of Western Manitoba exists so that children are safe and nurtured in strong, loving families within a community of caring people." With an annual operating budget exceeding \$15 million, the Agency delivers a continuum of mandated and prevention services, as well as operates day care, group care, and community resource centres.

Reporting to the Chief Executive Officer, the Chief Financial Officer is responsible for the administration, leadership, and oversight of all financial operations. This full-time, in-office position (36.25 hours per week, Monday to Friday) begins July 27, 2026. This position is classified within the FI5 or FI6 salary scales (\$83,123.00 to \$112,949.00) with placement dependent on experience and qualifications, and is subject to a six-month probationary period. The successful applicant will be eligible for the Agency's Manitoba Blue Cross benefits package and an Industrial Alliance defined-contribution pension plan that provides a 7–8% employer match. The Chief Financial Officer provides strategic financial leadership that ensures integrity, accountability, and effective financial systems, policies, and practices.

The Chief Financial Officer will:

- Ensure financial systems, policies, procedures, and internal controls support sound financial stewardship;
- Contribute to long-term strategic and financial planning, including collaboration with the Board of Directors;
- Supervise up to three accounting staff, a clerical coordinator, and a Facilities and Fleet Specialist;
- Serve as a member of the senior leadership team and act as a management representative on the Health and Safety Committee.

Qualifications:

- CPA designation in good standing with CPA Manitoba (out-of-province applicants must register within probationary period);
- Minimum three years of financial management experience, including knowledge of relevant legislation and work with external auditors;
- Experience developing, analyzing, interpreting, and reconciling financial reports;
- Proficiency with Microsoft Office, Sage 300, and QuickBooks;
- Strong analytical, problem-solving, leadership, interpersonal, and negotiation skills;
- Ability to prioritize and exercise initiative in a complex environment;
- Ability to work independently with minimal supervision;
- Excellent verbal communication skills with the ability to deliver technical financial information to individuals at various levels;
- Valid Manitoba Class 5 Driver's license, access to a vehicle for work use, and the ability to travel;
- Please refer to section below for additional requirements.

Additional Information

Successful completion of a Child Abuse Registry Check, Criminal Records Check (including vulnerable sector), Prior Contact Check, and a Driver's Abstract Check is required. The successful candidate will be responsible for any services charges incurred for the Criminal Record Check; the Agency will pay for the other three security checks.

Please include three references with your application. Two must be employment-related, one being your current or most recent supervisor. The third can be a personal or character reference. The Agency will not contact your references in advance of an interview.

All applicants must be legally entitled to work in Canada.

We thank all applicants that apply but only those candidates selected for an interview will be contacted.



Job Description

General Information

Job Title: Chief Financial Officer (C.F.O.) *Salary Scale:* FI5; FI6

Job Summary: Reporting directly to the Chief Executive Officer (C.E.O.), the Chief Financial Officer (C.F.O.) is responsible for all aspects of the financial operations for the Agency, including but not limited to: accounting, budgetary, operational and programmatic support to all Agency programs and activities. The C.F.O. directly oversees and supervises the accounting staff, clerical coordinator, and maintenance department. The C.F.O. serves as an active member of the Management Team helping to develop and implement the Agency's vision and mission.

Relationships

Responsible to: Chief Executive Officer (C.E.O.)

Responsible for: Accounting Staff: direct supervision; Clerical Coordinator: direct supervision of Coordinator and indirect oversight of full clerical team; Facilities and Fleet Specialist: direct supervision.

Internal Relationships: All Staff; Board of Directors

External Relationships: General Authority; Province of Manitoba and all others identified

Qualifications

Education: CPA designation in good standing with CPA Manitoba (out-of-province applicants must register within the probationary period) is strongly preferred; an equivalent combination of related education, training, and direct work experience may be considered.

Work Experience: Minimum three (3) years of financial management experience, including knowledge of relevant legislation and reporting requirements, and experience collaborating with and supporting external auditors.

Knowledge/Skills/Abilities: Experience developing, analyzing, interpreting, and reconciling financial reports; Proficiency with Microsoft Office, Sage 300, and QuickBooks; Strong analytical and problem-solving skills; Strong leadership, interpersonal, and negotiation skills; Organizational skills with the ability to prioritize and exercise initiative in a complex work environment; Ability to work independently with minimal supervision; Excellent verbal communication skills, including the ability to deliver technical financial information to individuals at various levels.

Other: Valid Manitoba Class 5F Driver's License, access to a vehicle for work purposes, and ability to travel; Must be legally entitled to work in Canada; Successful completion of a Child Abuse Registry Check, Criminal Records Check (including Vulnerable Sector), Prior Contact Check, and Driver's Abstract Check is required.



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Essential Responsibilities

The Chief Financial Officer (C.F.O.) is responsible for the following duties:

1. Administers and supervises all financial functions of the Agency (and its divisions, if any), including but not limited to:
 - a) Preparing monthly and year-end financial statements and projection reports as required for use by Management and the Board of Directors;
 - b) Ensuring the month-end process is performed in accordance with audit recommendations;
 - c) Preparing and posting journal entries, accruals, and adjusting entries to correctly record all transactions in the general ledger;
 - d) Reviewing variance analysis, account reconciliations, and reports prepared by accounting staff;
 - e) Coordinating and overseeing year-end accounting and audit activities, including preparation of audit working papers for the external auditor; and
 - f) Preparing and submitting financial reporting required by external stakeholders such as Federal and Provincial governments.
2. Prepares and presents the annual operating and capital budgets, ensuring collaboration with key stakeholders and alignment with strategic plans;
3. Monitors expenditures to ensure appropriate authorization of payments and purchases, and investigates material deviations from budget;
4. Coordinates and facilitates the year-end audit cycle with the Agency's independent auditor;
5. Oversees the Agency's banking activities and manages cash flow to ensure it meets Agency needs;
6. Coordinates and participates in business decisions and prepares documentation as required;
7. Develops, implements, and maintains internal audit, management, and control systems to ensure the proper use, monitoring, and safeguarding of the Agency's financial and physical resources, including all grants and service fee revenues;
8. Manages investments and safeguards all Agency funds within approved guidelines;
9. Supervises, coaches, and mentors the Clerical Coordinator, accounting staff, and Facilities and Fleet Specialist;
10. Ensures performance evaluations are completed in a timely manner for all staff reporting to the position;
11. Ensures department employees provide excellent internal client service;
12. Provides training, guidance, and direction to staff, fostering positive morale and motivation;
13. Delegates or reallocates the work of the clerical unit through the Clerical Coordinator and ensures accurate and effective compliance with policies and procedures;
14. Interviews prospective accounting staff, assists in interviewing clerical staff, and makes hiring recommendations to the Chief Executive Officer;
15. Provides support and guidance to Accounts Payable staff on processing issues and requirements;
16. Provides guidance and support on vendor relations, including direct contact with vendors when issues require professional judgment;
17. Files returns with the Canada Revenue Agency and Charities Directorate;



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18. Provides support and guidance on the application of Provincial Retail Sales Tax and Federal GST/HST;
19. Ensures all applicable compliance requirements, regulations, policies, procedures, and practices are understood, supported, and adhered to by all employees;
20. Monitors changes in legal, regulatory, and administrative environments and implements required changes to maintain compliance (ex. Federal and Provincial mandatory reporting);
21. Contributes to the development, review, and implementation of Agency policies related to finance, procurement, and asset management;
22. Ensures financial practices comply with privacy, confidentiality, and information-management standards applicable to child and family services;
23. Participates in the development of the strategic service plan and service purchase agreement;
24. Participates in the negotiation of contracts and agreements (ex. leases, maintenance, union);
25. Liaises with insurance brokers and manages the Agency's insurance program;
26. Reviews the efficiency and effectiveness of employee benefit programs and identifies opportunities to reduce costs while maintaining required quality and coverage levels;
27. Leads financial risk-management activities, including identifying and mitigating financial and operational risks;
28. Oversees procurement practices to ensure transparency, fairness, and compliance with Agency policies and funding requirements;
29. Oversees the maintenance of all physical properties and approves purchases of vehicles, office equipment, and related items within budget;
30. Oversees financial systems and supports the integration of technology solutions that enhance financial reporting and operational efficiency;
31. Participates in Management and Board meetings, and holds responsibility for the preparation and completion of written minutes for all Board meetings;
32. Participates on Provincial, Community, and internal committees as required;
33. Serves as one of the Agency's two management representatives on the Workplace Safety and Health Committee and supports compliance with Manitoba WSH legislation and Agency safety policies;
34. Provides leadership to all Agency staff through effective people-management practices.

Note: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect a performance evaluation.

Version Information

May 2026