



DIRECTOR OF FINANCE (Full-Time, Temporary)

POSITION SUMMARY

At Nutrien Wonderhub, Saskatchewan's only children's museum, we bring children and families together to create, learn, and play. As a full-time (37.5 hours/week), temporary (14-month term, with possibility of extension) role, the Director of Finance provides strategic direction and oversight for all aspects of Nutrien Wonderhub's finance activities. This position is a key member of the leadership team, participating in major decisions across the organization and positioning Wonderhub for long-term growth. Reporting to the Chief Executive Officer, they provide strategic, forward-looking leadership with a view to ensuring the sustainable operation of the museum in alignment with strategic goals. The Director of Finance leads all day-to-day finance operations and supervises one team member (Finance Coordinator). They will also work closely with the Financial Advisory and Risk Management Committee and the Board of Directors.

KEY AREAS OF RESPONSIBILITY

1. Leadership

- Serves as a high-profile leader within the organization, performing all duties and responsibilities in a manner consistent with the museum's mission, vision, and values.
- Helps to set and promote a tone for organizational efficiency and effectiveness.
- Provides strategic and tactical guidance, feedback, and coaching to team members.
- Works with direct reports in the development of annual individual work plans and manages performance against established metrics.
- Promotes an organizational culture that fosters innovation, open communication, teamwork and collaboration.

2. Budget

- Leads the annual budget planning process, preparing the annual operating and capital budget, with multi-year forecasts, for presentation to the Financial Advisory and Risk Management Committee and Board of Directors.

3. Accounting and Finance Operations

- Establishes and maintains internal controls, policies, and procedures, ensuring compliance with legislation.
- Responsible for monthly, quarterly, and annual tax and regulatory filings (e.g. GST, PST, WCB) as required.
- Responsible for insurance, ensuring all policies remain in effect at all times.
- Oversees payroll and the administration of the organization's group benefits and group retirement savings plan.
- Manages the maintenance and upgrade of financial and payroll systems.

4. Financial Reporting and Analysis

- Ensures the completion of accurate and timely monthly, quarterly, and year-end financial statements, accruals, journal entries, and reconciliations, including required completion of variance analysis with explanations.
- Interprets and presents financial results monthly to the CEO and leadership team, including variance analysis with explanations.
- Provides strategic financial analysis and advice to the CEO and leadership team
- Continuously tracks revenue and expenditure projections, anticipating potential issues, recommending cost effective solutions, and providing strategic advice to the CEO and leadership team on potential issues that may affect the organization's financial performance.
- Complete cash flow analysis and assists CEO and leadership team with the development of project, program, and business plans.
- Collects quantitative data and assists CEO in the analysis of interpretation of key performance measures.

5. Audit

- Leads the organization's annual audit, working closely with the external auditors on compliance with generally accepted accounting principles and accounting standards for non-profit organizations, in the determination of financial results and reporting of activities to all stakeholders.

6. Other

- Performs other related duties as assigned.

QUALIFICATIONS & SKILLS

- A post-secondary degree in accounting, finance, business administration, or a related field. CPA and/or MBA is considered an asset but is not required.
- Five to seven years' of progressively responsible accounting and financial management experience. Experience working in the non-profit sector is an asset, but is not essential.
- Equivalent combination of education and experience would be considered.
- Proficiency in QuickBooks, payroll processing systems, Microsoft Office Suite, and CRM/POS platforms.
- Proven analytical and problem-solving skills allowing for strategic data analysis and interpretation, beyond financial reporting.
- Strong interpersonal and communication skills; experience in effectively communicating including presentations to senior management, boards, or other stakeholders.
- Demonstrated ability to organize workload and sustain productivity and accuracy under pressure.
- Clear understanding of generally accepted accounting procedures and accounting standards for non-profit organizations.
- Able to collaborate with all internal teams, helping to build a culture focused on delivering value to our visitors and stakeholders.
- Organized, self-motivated, and detail oriented.
- Willingness to continually learn and adapt to challenges and differing perspectives.

- Interest in childhood education and development, and the role of museums in communities.
- Commitment to inclusion, diversity, and equity.

OTHER CONSIDERATIONS

- Current Criminal Record Check and Vulnerable Sector Check required upon offer of employment.
- This position requires travel within Saskatoon; a valid driver's license as well as access to a vehicle is essential.
- Must be available during non-regular business hours, such as evenings and/or weekends, to attend meetings and events, on an occasional basis.

TARGET START DATE

March 3, 2025

REPORTING

This position reports to the Chief Executive Officer.

COMPENSATION

- Salary Range: \$75,000 - \$95,000 (mid-point of \$85,000), depending on experience
- Three weeks' vacation
- Group benefit plan, following successful completion of three-month probationary period
- Complimentary family membership to the museum

LOCATION

This full-time (37.5 hours/week) temporary role (14-month term, with possibility of extension), will primarily be in-person, with some flexibility to work remotely from time to time. Nutrien Wonderhub is located at 950 Spadina Crescent East, Saskatoon, SK. Some travel is required occasionally, primarily within Saskatoon.

WHO WE ARE

Our mission is to bring children and families together to create, learn, play, and explore without boundaries.

Our vision is to expand possibilities for children; building a brighter future for our community.

We are a world-class children's museum. In June 2019, we opened our doors at our new home in the historic Mendel Building, located on the banks of the South Saskatchewan River. Since opening we have brought thousands of visitors together in a rich educational environment that fosters learning through experiences rooted in play.

Our interactive exhibits and engaging programs provide creative and educational experiences for children and families. A walk through the museum reveals a flowing space that is comfortable, exciting, and welcoming of all people. From the ethereal northern lights that grace the heights of the facility's main gallery to the fan-favourite, whimsical fiber-art climbing structure, you'll discover nooks for high-energy activity and crannies for quiet, thoughtful creation and play. Our exhibits provide endless opportunities to explore the wonderful ways science, technology, engineering, art, and math interact.

The museum draws visitors from across the province, and beyond, and is integral to the cultural fabric of Saskatchewan.

Located on Treaty 6 Territory and the Homeland of the Métis, we are Saskatchewan's only children's museum and in 2024-25 we anticipate more than 120,000 visits. As a non-profit organization, we rely on daily admissions, memberships, programming fees, and vital community support to fund our programs and operations.

For more information about Nutrien Wonderhub, please visit: www.wonderhub.ca.

FOR MORE INFORMATION ABOUT THIS OPPORTUNITY, PLEASE CONTACT:

Leah Brodie, Chief Executive Officer
306-249-3574 ext. 233
leah@wonderhub.ca

**TO APPLY, PLEASE SUBMIT A COVER LETTER AND RESUME BY 4:30 PM ON FRIDAY, JANUARY 31, 2025,
TO:**

careers@wonderhub.ca

Please note that qualified applicants may be interviewed as applications are received. Interested candidates are encouraged to submit their application as soon as possible.

Nutrien Wonderhub offers an inclusive workplace that embraces diverse backgrounds and commits to diversity, equity, and inclusion.

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