

DIRECTOR OF CORPORATE SERVICES

Job Number: 0022019
Job Title: Director or Corporate Services
Employment Type: Half-time - Immediately
Location: Saskatoon
Level of Education: Professional accounting designation or education leading to a chartered professional accountant designation with skills and experience managing a finance operation
Years of Experience: 3
Application Deadline: February 17, 2019

POSITION DESCRIPTION:

Innovation Saskatchewan (IS), an Agency of the Saskatchewan Government, seeks a dynamic, highly skilled and committed professional to assume the role of **Director of Corporate Services** with our team in Saskatoon.

The successful candidate will provide expertise, advice, and services as follows:

Reporting to the CEO of Innovation Saskatchewan, the position is responsible to:

- Undertake and manage the delivery of financial services for the agency. This includes working collaboratively with the Ministry of Advanced Education Financial Services in a shared services contract to ensure IS financial operations are effectively managed including year end processes, preparation of year end financial statements and the annual audit.
- Undertake the lead role in preparing and coordinating information for the annual budget submission to Treasury Board, annual report, financial Board items, Cabinet Decision Items, Orders in Council, and financial presentations.
- In consultation with the program managers, prepare the estimates for the annual budget and provide regular reporting to the CEO and management on the budget status including forecasting expenditures and identifying risks and opportunities to ensure expenditure targets are met. Present year end financial statements to the CEO and the Board of Directors.
- Support the CEO and management team by attending Estimates, Public Accounts and other Legislative Committees as required and prepare related briefing material.
- Develop financial policies and procedures to safeguard assets in order to meet Provincial Comptroller and Provincial Audit requirements.
- Supervision of one person responsible for the processing of payments and other administrative functions.
- Managing facilities (including office lease contract) and other administrative functions.
- Managing the IT services/contracts/functions to ensure a high quality and responsive IT service is available to the agency including the management of the replacement of technology as needed.
- Other duties as assigned by the CEO.

POSITION EXPECTATIONS:

- Experience working in Saskatchewan government decision making processes including the budget process
- Working knowledge of Saskatchewan government policies and procedures
- Highly effective written and verbal communication skills
- Good planning and organizational skills
- Strong interpersonal skills including the ability to develop and maintain strong relationships throughout the organization
- Strategic thinker

EDUCATION REQUIREMENT:

- A professional accounting designation or education leading to a chartered professional accountant designation with skills and experience managing a finance operation

Innovation Saskatchewan's culture is driven by its values – integrity, excellence, innovation, collaboration and accountability.

APPLICATION INSTRUCTIONS

Please apply for this position by providing a cover letter and resume to:
careers@innovationsask.ca