

Employment Opportunity: Director of Administration and Finance

The Roman Catholic Diocese of Saskatoon, SK is seeking a Director of Administration and Finance for the Catholic Pastoral Centre (CPC), 123 Nelson Road, Saskatoon, to work as a member of the leadership team reporting directly to the bishop. The Director of Administration and Finance is responsible for providing overall strategic leadership, with support from their team members, for the administrative and financial service portfolio, including financial services, human resources, communications, migration services, safeguarding, information technology, building and maintenance.



Qualifications

- Bachelor's Degree in Commerce or a business-related field: an advanced degree in Business Administration would be an asset.
- The following training and certifications would also be an asset:
 - Chartered Professional Accountants designation (CPA)
 - Chartered Professional in Human Resources (CPHR) designation
 - Ministry leadership or pastoral theological degree or designation
- Prior experience (7-10 years) in financial management, human resource management and change management. Prior experience in leading and coaching a diverse group of employees is required.
- Experience in IT and property/contract management is an asset
- The successful candidate will be personally committed to the identity and mission of the Roman Catholic Diocese.

The level of compensation and hours of work are under review and all inquiries about the position are welcome. For information or to apply, contact vtowriss@rcdos.ca, or phone (306) 370-9429. Find the job description at <https://rcdos.ca/employment>