

# CarltonTrailCollege.

Carlton Trail College has an opening for a **Vice-President of Finance and Corporate Services**

Carlton Trail College is recruiting for a permanent full-time **Vice-President of Finance and Corporate Services**. Applications must include an updated cover letter and resume.

This competition will close on **Friday, July 22, 2026**. All applications received on or before that day will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

**[careers@carltontrailcollege.com](mailto:careers@carltontrailcollege.com)**

**Human Resources Department  
P.O. Box 720  
Humboldt, SK S0K 2A0**



#### **4. Facilities and Infrastructure Management**

- Provide strategic oversight for all College-owned and leased facilities, including operations, maintenance, and custodial services.
- Lead long-term capital planning and infrastructure renewal, and asset management initiatives.
- Ensure compliance with applicable building, safety, environmental, and regulatory requirements.
- Provide executive oversight for major capital projects and infrastructure development initiatives.

#### **5. Information Technology and Digital Services**

- Provide strategic leadership and oversight for information technology services and systems.
- Support the development and implementation of the College's technology strategy and digital transformation initiatives.
- Ensure the security, integrity, reliability, and effectiveness of technology infrastructure and information systems.
- Oversee enterprise systems, cybersecurity, information management, business continuity, and disaster recovery planning.
- Promote the effective use of technology to support learning, student services, administration, and organizational performance.

#### **6. Risk Management, Procurement, and Corporate Services**

- Lead enterprise risk management activities and support organizational risk assessment and mitigation strategies.
- Oversee procurement, purchasing, contract administration, and related policies and practices.
- Ensure effective insurance coverage, claims management, and risk mitigation processes.
- Support business continuity planning and organizational resilience initiatives.
- Promote responsible stewardship, transparency, and accountability in the management of public resources.

#### **7. Leadership and Human Resource Management**

- Provide leadership, direction, coaching, and support to employees within the portfolio.
- Foster a positive, respectful, inclusive, and high-performing workplace culture.
- Support employee engagement, professional development, succession planning, and performance management.
- Partner with the Director of Human Resources to support workforce planning, employee engagement, and organizational effectiveness.
- Promote health, safety, wellness, continuous improvement within areas of responsibility.

#### **8. External Relations and Stakeholder Engagement**

- Represent the College on provincial, regional, sector, government, and community committees as assigned.
- Participate in Senior Business Officer and other post-secondary committees.
- Develop and maintain productive relationships with government ministries, funding agencies, auditors, financial institutions, vendors, community partners, and industry stakeholders.
- Support partnership development and initiatives that advance College priorities and strategic initiatives.

DECISION MAKING
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As the College's Senior Business Officer, the Vice-President Finance and Corporate Services exercises significant independent judgement in matters affecting the financial sustainability, operational effectiveness, infrastructure development, technology systems, and strategic direction of the College.

Decisions frequently involve complex financial, operational, legal, regulatory, and strategic considerations with institution-wide implications. The incumbent evaluates competing priorities, assesses organizational risk, and develops recommendations that support the College's mission, strategic objectives, and long-term sustainability.

Decisions and recommendations are guided by applicable legislation, including The Regional Colleges Act and Regulations, government policies, funding agreements, accounting standards, Board policies, collective agreements, and College strategic priorities.

## OTHER REQUIREMENTS

Must possess a valid Saskatchewan Driver's License and be willing to travel on occasion. Most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.

Criminal Record Check that is satisfactory to Carlton Trail College.

## REPORTING RELATIONSHIPS

Reports to:	President & Chief Executive Officer
Supervises:	Controller Information Technology Manager Facilities Technician Executive Coordinator
Relates to:	Board of Directors Executive Team Management and staff Saskatchewan regional college system Saskatchewan post-secondary education and training institutions Federal and Provincial Government departments and agencies Business, industry, financial institutions, and community stakeholders

## KNOWLEDGE AND SKILLS

### 1. Knowledge

The minimum qualifications for this position include a relevant bachelor's degree in business, Administration, Commerce, Accounting, Public Administration, or related discipline, along with a Chartered Professional Accountant (CPA) designation.

The position requires five to ten years of progressive senior leadership experience in financial and administrative management, including experience working with Boards, government stakeholders, and managing complex multi-million-dollar budgets.

Knowledge includes:

- Financial management, budgeting, forecasting, and reporting
- Capital planning and facilities management
- Information technology governance and cybersecurity principles
- Enterprise risk management and internal controls
- Procurement and contract management
- Understanding of regulatory, funding, and accountability requirements
- Public Sector Accounting Standards (PSAS)
- Capital Planning
- Change Management

### 2. Skills

#### Leadership

Ability to lead at an executive level, build strong teams, and contribute to organizational direction and decision-making.

#### Strategic and Analytical Thinking

Strong conceptual, analytical, and problem-solving skills with the ability to support long-term planning and complex decision-making.

**Planning and Execution**

Ability to manage multi-year plans, capital projects, and competing organizational priorities.

**Communication and Relationship Building**

Excellent communication skills with the ability to engage effectively with staff, Board members, government representatives, and external stakeholders.

**Organizational Leadership**

Strong understanding of systems, processes, and governance that support effective organizational performance.

**Financial Stewardship**

Demonstrated ability to manage complex financial environments while balancing strategic priorities, fiscal accountability and long-term sustainability.