

# Glenbow

## Director of Finance

**DATE:** October 17, 2022

**LOCATION:** Calgary, AB. Hybrid Workplace (Remote/In-Office)

**TYPE:** Full Time Permanent

**CLOSING:** October 31, 2022, at 4:00pm

Please submit application to [careers@glenbow.org](mailto:careers@glenbow.org)

## Organizational Overview

### Land Acknowledgement

Glenbow is located in Mohkinstis, on Treaty 7 Territory, and respects the history, languages, traditions and cultures of the nations on whose traditional land we reside: The Blackfoot Confederacy, which includes Siksika, Piikani and Kainaiwa; the Tsuut'ina; the Îyârhe Nakoda First Nations, including the Chiniki, Bears paw and Wesley First Nation; and the Métis Nation of Alberta, Region III. Their contributions to the museum and their continued support are integral to our success in educating visitors and sharing the rich heritage of this land. We further acknowledge the vital connections we have to other Indigenous peoples, whose visual and intangible culture is represented in the museum's collections and exhibitions.

### Diversity, Inclusion, Accessibility and Belonging at Glenbow

At Glenbow, we believe art is for everyone. We believe everyone should feel celebrated and welcomed in Glenbow's physical and digital spaces. It is our fundamental belief that **Together Is Better**. We are better when the diversity of our community is reflected in everything we do, and is represented by the people who bring Glenbow to life: our employees, volunteers, partners and visitors.

We are committed to creating a museum and workplace culture that prioritizes equity and accessibility, where differences are celebrated and thoughtfully considered, and where no-one is left behind. We strive to create an accessible space that inspires conversation and action through arts and culture.

### Our Values

**Be there.** We are present. We listen. We step up. We show up. We meet people where they are. We earn trust by being authentic and dependable. We are here for each other and we are here for our community.

**Spark big ideas.** We empower our visitors and ourselves by encouraging curiosity and welcoming great questions. We imagine more possibilities and we create space for inspiration. We believe that creativity makes our world better.



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**Take pride.** Remarkable things happen here because we work hard, and we are always learning. We take time to reflect and improve on what has come before. We respect the knowledge and experience of others. We approach every challenge with integrity and humility. Our personal passion fuels our high standards.

**Together is better.** We welcome all perspectives. What we do is better when more diverse voices are heard. We champion a collaborative environment where people feel respected, valued, and connected. We have greater impact when we work as a team.

**Break the mould.** Embrace the opportunity to do things differently. Push the boundaries of what's expected. Invent something new. Seek out new stories. Amplify voices that haven't yet been heard. Don't just welcome change – fuel it.

Glenbow employees are talented and engaged and possess a rich expertise. Our staff are committed to serving our community; every member of our team, regardless of job description, is responsible for creating a memorable and worthwhile visitor experience. Our work is rooted in our shared values, and together we're pushing the museum to continuously evolve.

Glenbow is an integral and essential part of life in Calgary. We contribute to making the community stronger, more resilient, more empathetic, more knowledgeable, more innovative and more inspired.

## Glenbow Reimagined

Glenbow is currently undertaking an incredible revitalization of the museum, including a \$120 million renovation of its building, and a refreshed and reimagined public program and business model, with a goal of providing increased access and engagement for our communities. Glenbow seeks to appoint a new position of Director of Finance to ensure manage the daily financial operations of the institute and safeguard its assets.

## The Opportunity

Reporting to the VP Strategy & CFO, this role contributes to Glenbow's success through providing day to day financial management of the organization, timely accurate reporting and analysis, team leadership, and partnering with the senior leadership team in decision making.

## Key Responsibilities

### Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements to senior management; provide financial reporting materials for donors and government agencies.



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- Coordinate and lead the annual audit process, liaise with external auditors, and the CFO.
- Lead, manage and develop the organization's accounting function to support Glenbow's reopening
- Develop, lead, and maintain financial controls, accounting policies and insurance requirements to safeguard the organization's assets
- Ensure all regulatory and government filings and reporting are completed on time

## Reporting, analysis, and business improvement

- Develop month end financial reporting with supporting variance analysis to budget
- In collaboration with the CFO, manage the annual budgeting process; administer and review all financial plans and budgets, monitor progress and changes, and keep leadership informed of potential risk.
- Manage the organization's cash flow and forecasting (day to day operations and the revitalization program)
- Work with senior management to develop financial KPI reporting
- Support the organization, through providing financial analyses on special projects as required
- Partner with the departments in evaluating and standardizing finance processes to support the organization

## Team Leadership

- Lead and mentor a high performing team of direct reports within the finance department
- Plan and manage the resources of your team to ensure short- and long-term needs
- Provide coaching and conduct annual performance reviews of your team to ensure alignment with organization goals and targets
- Foster a culture of collaboration, teamwork, and accountability

## Education, Skills & Qualifications

### Qualifications

- Demonstrates exceptional judgement and political acumen
- Exceptional organizational and communication skills
- Ability to manage multiple competing priorities
- Proven ability to develop and deliver high impact analysis, recommendations, and presentations
- Adept at building cross functional relationships
- Ability to work with minimal supervision
- Demonstrated team leadership

### Education and Experience

- Bachelor's degree in accounting or finance
- Professional accounting certification, CPA, CA, CMA, CGA



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- 10+ years proven accounting experience with 5+ years leading an accounting function
- Experience working in nonprofit considered an asset.
- Experience with Dynamics GP considered an asset.

## Stay connected to Glenbow

- Visit us at our new satellite location – [Glenbow at the Edison](#) – open now!
- Learn more about [Glenbow Reimagined](#) – our museum renovation and fundraising campaign
- Access some of our [online resources](#)

All employees are required to be vaccinated against COVID-19

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[glenbow.org](http://glenbow.org)

