

## Director, Finance

**Full-Time, Permanent Position**

**Salary:** \$114,000 - \$126,000

**Hiring Manager:** VP Strategy & Chief Financial Officer

**Closing Date:** March 6, 2026

To apply, please submit your resume and cover letter to [careers@glenbow.org](mailto:careers@glenbow.org).

Glenbow is an equal opportunity employer and values different perspectives, backgrounds, identities, and lived experiences. We are committed to building a diverse team and encourage candidates from underrepresented groups to apply. Should you have special accommodation needs, please let us know.

## About Glenbow

Glenbow is an arts and culture museum undergoing a complete reimagining of what a museum can be. Every member of our team, regardless of job title, is focused on serving our community and reimagining the museum experience.

Our team is passionate about making art accessible to everyone. We are dedicated community builders, working to shape the future of arts and culture in Calgary and beyond. Working at Glenbow also means being part of an organization that recognizes its role in reconciliation and is working toward building an equitable community.

## The Opportunity

Reporting to the VP Strategy & Chief Financial Officer, the **Director, Finance** contributes to Glenbow's success through day-to-day financial management of the organization, timely and accurate reporting and analysis, team leadership, and partnering with the senior leadership team in decision making.

## Key Responsibilities

### Financial Management:

- Analyze, produce, and present financial reports in an accurate and timely manner, clearly communicate monthly and annual financial statements to senior management, and provide financial reporting materials for donors and government agencies.
- Coordinate and lead the annual audit process and liaise with external auditors and the CFO.
- Lead, manage, and develop the organization's accounting function to support 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.
- Manage the annual budgeting process in collaboration with the CFO, 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 revitalization project).
- Work with senior management to develop financial KPI reporting.
- Provide financial analyses of special projects as required.
- Partner with departments in evaluating and standardizing finance processes.

## **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 meet short- and long-term needs.
- Provide coaching and conduct annual performance reviews of your team to ensure alignment with organizational goals and targets.
- Foster a culture of collaboration, teamwork, and accountability.

## **Qualifications**

- Bachelor's degree in accounting or finance.
- Professional accounting certification: CPA, CA, CMA, CGA.
- 10+ years proven accounting experience with 5+ years leading an accounting function.
- Experience working in non-profits considered an asset.
- Experience with Dynamics GP considered an asset.

## **Key Competencies**

- 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.