

Job Posting  
**Director of Finance**  
Regular, Full-time

The Canadian Mental Health Association-Manitoba and Winnipeg is part of a 100-year-old nation-wide non-profit organization that promotes the mental health of Canadians and supports the resilience and recovery of people experiencing mental illness.

***CMHA Manitoba and Winnipeg is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff. Personal experience with mental illness and or addiction, either through self or a loved one, is an asset.***

### **The Opportunity**

We have a full time, regular status position available for a **Director of Finance** to work within CMHA's Finance and Infrastructure team.

### **Position Summary**

The Director of Finance provides strategic and operational leadership for all financial functions of CMHA – Manitoba & Winnipeg, ensuring the sound management of resources in support of the organization's mission, vision, and strategic priorities. Reporting to the Chief Executive Officer and serving as a key member of the senior leadership team, the Director is responsible for financial planning, budgeting, reporting, and compliance, as well as risk management and oversight of accounting, payroll, and audit functions. The position plays a critical role in maintaining fiscal accountability and transparency, supporting program and funding initiatives, and advising the CEO and Board of Directors on financial performance and sustainability. Through collaborative leadership, the Director of Finance strengthens organizational capacity, enhances financial systems and processes, and promotes a culture of stewardship, accountability, and continuous improvement across the organization. A full job description is available on request.

### **Salary**

The current targeted range for this position is \$93,974 to \$115,576 per year. Compensation will be determined through an assessment of relevant work experience and according to established out-of-scope salary scales, based on a 35-hour work week.

## Required Qualifications

- CPA designation and a member in good standing with CPA Manitoba.
- 7 years of progressive financial leadership experience, ideally in not-for-profit or charitable organizations.
- Proven ability to communicate complex financial matters clearly to diverse partners, including Boards and non-financial staff.
- Demonstrated experience overseeing audits, investments, and payroll processes.
- Advanced proficiency in Microsoft Suite, QuickBooks, and payroll systems (UKG Pro).
- Strategic thinker with strong problem-solving and decision-making skills.
- Excellent interpersonal, mentoring, and presentation skills.
- High attention to detail, accuracy, and compliance standards.
- Strong leadership skills grounded in mindfulness, adaptability, and collaborative approaches.
- Demonstrated history of work performance satisfactory to the employer.
- Criminal and Vulnerable Sector record check results satisfactory to the employer.
- Child and Adult abuse registry check results satisfactory to the employer.
- Legally entitled to work in Canada.

## Statement on Total Rewards

CMHA offers an inclusive and respectful culture along with paid leaves for vacation, illness, bereavement, and mental health. A flexible working environment, supporting work life balance, with paid extended health, dental, employee assistance programming and life insurance benefits. A defined benefits pension plan is equally cost shared between CMHA and the employee. Long-term disability is 100% employee paid, when eligible. There is annual, budgeted support for professional development. Employees enjoy 12 paid general (statutory) holidays per year as well as a paid closure between December 24<sup>th</sup> at noon up to and including January 1<sup>st</sup>.

## The Recruitment Process

1. Please submit your resume and a cover letter by November 2, 2025, indicating Competition Number **25-102** to [careers@cmhawpg.mb.ca](mailto:careers@cmhawpg.mb.ca)
2. Applicants selected for further consideration will be contacted to arrange a suitable interview date and time.
3. CMHA will respond to requests for reasonable accommodation throughout the selection process. Please connect if you require any accommodations.

## CMHA VALUES

Work hard to listen | Support one another | Create strong connections | Be curious |  
Discover better ways | Focus on impact | Serve with passion | Embrace IDEA – Inclusion,  
Diversity, Equity, Accessibility | Honour lived experience | Believe it is possible