



## Director, Finance and Administration

Tourism Saskatchewan is a provincial Treasury Board Crown Corporation whose purpose is to promote Saskatchewan as a tourism destination by providing in and out-of-province marketing, delivering visitor services and developing tourism experiences.

The organization is seeking a Director of Finance and Administration, based in the Regina office. This position supports the Chief Financial Officer in the planning and management of the Finance and Administration Department and ensures delivery of efficient and effective service to internal and external clients. This position is responsible for the full payroll and accounting functions, and office administration. This includes managing and leading a team of three staff; preparation of month-end and year-end financial statements, financial projections, sales tax and payroll remittances, and reports to meet provincial government requirements; financial analysis; and ensuring effective internal controls are in place. This position may also assume CFO responsibilities during extended absences by the CFO. The requirements of the position include: a CPA designation; minimum of seven years of progressive experience in an accounting environment with a combination of payroll, accounts receivable, accounts payable, general ledger and financial reporting applications; several years of supervisory experience; and Microsoft Office (Word/Excel/Outlook). Experience with Microsoft Dynamics GP accounting and payroll software would be considered an asset.

We are looking for a strong leader, capable of collaborating with internal stakeholders, and effectively managing resources. This leader will also inspire and motivate a skilled finance team.

A comprehensive compensation and benefits package is provided.

Applications should be sent, in confidence, to:

Joan MacPhail, CPHR  
Director, Human Resources  
Tourism Saskatchewan  
189-1621 Albert Street, Regina, SK S4P 2S5  
[Joan.MacPhail@tourismsask.com](mailto:Joan.MacPhail@tourismsask.com)

Applications must be received by 8:00 am on Monday, March 13, 2023.

Additional organizational information is available at  
<https://business.tourismsaskatchewan.com/>.