

## Position Profile

# Vice-President, Finance & Administration

Reports To: President and CEO

Organization: Northwestern Polytechnic

### ABOUT NORTHWESTERN POLYTECHNIC

Northwestern Polytechnic (NWP) is a public post-secondary institution serving northwestern Alberta with a mandate to deliver applied, career focused education aligned with regional and labour market needs. Previously known as Grande Prairie Regional College GPRC, the institution was established in 1966 and has since evolved into the largest post-secondary provider in the region. Located in the heart of one of Canada’s most enterprising regions, NWP is actively aligning its programs to support the industries and communities it serves.

NWP offers a broad range of credentials including certificates, diplomas, apprenticeship training, and four-year bachelor’s degrees, and has recently expanded health programming and introduced new academic offerings, including its first degree programs. The institution’s three strategic priorities are enrolment growth, enhanced stakeholder engagement, and advancing its polytechnic mandate. Guided by a mission to spark and empower success and a vision to transform post-secondary education in northern Alberta through polytechnic education, research, and partnerships, NWP is committed to innovation, responsiveness, and strong connections with students, industry partners, and communities across its service area.

Under its current strategic framework, the institution is focused on growth, strategic enrolment management, program alignment with workforce demand, enhanced student experience, operational effectiveness, and long-term financial sustainability. This direction includes a transition to a single campus model in Grande Prairie beginning in Fall 2026, ensuring resources are concentrated where they deliver the greatest impact while continuing to expand applied research, deepen partnerships, and prepare graduates for meaningful careers that contribute to the economic and social vitality of northern Alberta. Highly qualified faculty, affordable tuition, and strong scholarship and awards programs attract students from across Alberta, Canada, and internationally, while applied research and community partnerships further strengthen NWP’s role in supporting the region’s cultural, recreational, and economic development. Learn more at [www.nwpolytech.ca](http://www.nwpolytech.ca)

#### VISION

To transform postsecondary education in Northern Alberta through polytechnic education, research, and partnerships.

#### MISSION

Be it with our students, staff, faculty, alumni, donors or valued community partners, our core purpose is to spark and empower success.

#### VALUES

##### Innovative

We are innovative in how we identify, develop, and deliver quality programming and services

##### Responsive

We are flexible and adaptable to our students, partners, and communities through accountability, integrity, and transparency.

##### Connected

We encourage inclusivity and are connected to our students, staff, partners, and communities.

## **ABOUT THE VICE-PRESIDENT, FINANCE AND ADMINISTRATION**

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The Vice President, Finance & Administration serves as Northwestern Polytechnic's Chief Financial Officer and is a key member of the Executive Council, reporting directly to the President. This role provides strategic leadership and stewardship of the institution's financial, administrative, and operational resources, ensuring fiscal integrity while enabling the Polytechnic to deliver on its mandate and long-term strategic priorities. As a trusted advisor to the President, Executive Council, and Board of Governors, the Vice President plays a central role in aligning financial planning, risk management, and infrastructure development with institutional objectives.

Leading a broad and complex portfolio that includes Financial Services, Information Technology, Facilities, Maintenance and Operations, and ancillary services, the Vice President is accountable for enterprise-wide budgeting, financial reporting, capital planning, asset management, and regulatory compliance. The role oversees operational and capital budgets, financial controls, audit processes, enterprise risk management, insurance, and legislative compliance, while ensuring sound stewardship of public resources and long-term financial sustainability. In addition, the Vice President provides leadership for campus infrastructure, information systems, and major capital projects, guiding long-range facilities planning, asset lifecycle management, and technology strategy to support the Polytechnic's evolving academic and operational needs.

As a senior leader, the Vice President, Finance & Administration fosters strong working relationships across the organization and with external stakeholders including government, auditors, industry partners, and regulatory bodies. The role is responsible for building and sustaining high-performing teams, mentoring senior leaders, and creating a culture of accountability, service excellence, and continuous improvement. With a strong focus on data-informed decision-making, risk mitigation, and operational effectiveness, this position is critical to ensuring that Northwestern Polytechnic operates with integrity, resilience, and strategic agility in a dynamic post-secondary environment.

## **KEY LEADERSHIP ACCOUNTABILITIES**

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### **Leadership**

Working collaboratively with the Executive and Senior Leadership Team, this position is responsible for providing information that supports decision-making that influences the entire organization through:

- Being able to provide meaningful and accurate data and metrics;
- Being accountable for the development, implementation, maintenance and enhancements of administrative policies for the Polytechnic, within their area of responsibility;
- Providing management information and monitoring reports on progress towards the strategic goals;
- Overseeing risk identification, monitoring risks, and developing mitigation strategies for the Polytechnic; and
- Providing leadership for proper stewardship of fiscal and capital resources through sound financial controls

The Vice-President, Finance & Administration will provide leadership to all departments within scope and its responsibility within the collaborative framework, specially:

- Delivery of the Campus Master Plan;
- Provide mentorship towards Strategic Plan development of the departments within their portfolio including, providing management with information while monitoring reports on progress towards the strategic goals; and
- Ensuring that sound and strong financial controls are in place to provide proper stewardship of fiscal and capital resources by ensuring exceptional financial and administrative reporting is complete in a timely and accurate manner for internal and external stakeholders.

As a member of the Executive Council, the Vice-President represents the Polytechnic externally to government, community, business and industry representatives, and public, as asked by the President. Additionally, be a key contact for the Polytechnic in areas of responsibility with the Auditor General, Ministry of Advanced Education, Alberta Infrastructure, the provincial Senior Business Officers and other relevant government departments, and others as appropriate.

### Financial Management

Providing leadership and direction in the management of financial budgeting, reporting, and controls for the operational and capital budgets. Oversees the determination of funds necessary to balance the operational budget yearly and for a three-year budget cycle by chairing and leading the Budget Committee.

This includes;

- Collection, analysis and reporting of financial information including internal reports of Key Performance Indicators (KPIs), quarterly reports, departmental reports, grant reports, and annual audited financial statements;
- Ensuring timely, accurate and complete financial reporting including compliance with policies, procedures, legislation and generally accepted accounting principles (GAAP) and Public Sector Accounting Handbook; for example;
  - Annual Financial Statement presentations to the Audit Committee and Board of Governors on behalf of the President, as requested.
  - Quarterly financial presentations to the Board on behalf of the President, as requested.
  - Leading quarterly forecasting reports.
- Ensuring that the Polytechnic maintains viable and accurate financial system reporting capabilities, including internal reporting systems with accurate information flows into the provincial government financial information reporting systems (FIRS);
- Ensuring the protection of Polytechnic assets through sound financial and asset controls, risk mitigation strategies including policies and procedures, internal controls, and compliance with government legislation and generally accepted accounting principles (GAAP);
- Ensuring that Polytechnic and Foundation investments are being managed according to the Polytechnic and Foundation policies and offering guidance towards investment policy decisions by supporting the Investment Committee of the Polytechnic and Foundation;

- Promoting and maintaining partnerships with other Post-Secondary Institutions (PSIs), Advanced Education ministry, Office of the Auditor General, and other government agencies to improve delivery of services; and
- Responsible for ensuring integration of financial plan with strategic priorities by way of departmental/divisional strategic plans and alignment of capital and operational plans with strategic plans;

### Risk Management

Responsible for the overall development and implementation of systems and processes to strengthen the organization's ability to anticipate, assess and manage risk, including:

- Overseeing risk identification, monitoring risks, and developing mitigation strategies for the Polytechnic;
- Overseeing compliance with legislation and government mandates;
- Overseeing the development and implementation of an Enterprise Risk Management Program including mitigation strategies;
- Overseeing the administration of a comprehensive general insurance program with appropriate coverage and limits to mitigate risks; and
- Ensuring that the Polytechnic has developed and maintains a legislative compliance matrix including mitigating any non-compliance.

### Asset Management

Trusted Business Advisor to the Executive Council and resource, as requested by the President, to the Board of Governors. This position will provide expert guidance to the organization in Strategic Infrastructure:

- Providing direction and guidance for the maintenance of Polytechnic facilities, the Campus Master Plan, and the provision of support services;
- Provides due diligence to ensure prudent stewardship of Polytechnic assets in order to achieve strategic priorities of the organization while mitigating and managing risk; (Explanation not necessary to be included in position description i.e.: protects the Polytechnic interest in development of land trust/any transaction involving sale of/monetization of assets);
- Responsible for ensuring integration of financial plan with strategic priorities by way of departmental/divisional strategic plans and alignment of capital and operational plans with strategic plans;
- Ensures integration of infrastructure lifecycle and facilities condition index (Facilities Renewal plans) into the long-term facilities renewal plan as part of the long-term capital plan;
- Leads the development and planning of the Polytechnic's existing land holdings;
- Leading/participating in the development of the Polytechnic's existing land holdings; ensuring that the Polytechnic is providing accurate and consistent information into the government building land inventory system to mitigate capital risks;
- Ensures integration of capital equipment evergreen cycle into the long-term capital plan;
- Leads the development and implementation of the long-term Capital Plan, ensuring alignment with the Polytechnic's strategic plan (the CIP);

- Capital Budgeting processes;
- Overseeing the implementation of capital projects; ensures integration of capital projects with the long-term capital plan; and
- Ensures that the Polytechnic is providing accurate and consistent information into the government building land inventory system to mitigate capital risks.

### Information Technology Management

Oversee IT strategic and operational planning to achieve the Polytechnic's goals by fostering innovation, setting priorities for IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems and services across the organization.

- Provide guidance for the operation of the Information Technology Department, including:
  - the implementation of an information management framework;
  - A user-centered culture and a demonstrated service commitment by IT staff and services;
  - the evaluation of enterprise systems security and backup procedures;
  - the provision of technical support services;
  - the provision of improvements to Management Information Systems; and
  - IT security policies and processes.

### Corporate and Ancillary Services Management

Oversee a number of services to students, staff and guests while generating income in support of the Polytechnic's operating budget including:

- Corporate and ancillary operations including the Polytechnic Bookstore, Food Services and Vending Services;
- Ancillary operations which are conducted in a professional manner that enhances the reputation of the Polytechnic;
- Maintaining where possible and appropriate, price controls in the Bookstore, Vending Services and Food Services;
- Conducting annual financial analysis to monitor operations and to set targets for future years; and
- Overseeing the maintenance of best practices in purchasing and asset protection.

## EDUCATION AND EXPERIENCE REQUIREMENTS

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- Master's degree in Business Administration, Public Administration, Finance, or a related discipline. An equivalent combination of education and senior leadership experience may be considered.
- Professional accounting designation CPA is strongly preferred.
- Minimum of ten years of progressive senior leadership experience in finance, and administration or operations within a complex organization; ideally in the public sector, post secondary education, or a highly regulated environment.

- Demonstrated experience leading large operating and capital budgets, long range financial planning, and audited financial reporting in accordance with public sector accounting standards and regulatory requirements.
- Demonstrated experience leading large scale process improvement, systems implementation, and organizational transformation initiatives, including financial systems, operational processes, and enterprise platforms.
- Strong working knowledge of ERP systems, with experience in Agresso Unit4 or Workday considered an asset, along with comfort using reporting platforms and performance dashboards to support executive decision making.
- Advanced proficiency with Microsoft Office, particularly Excel and Word, and experience working with enterprise reporting systems and data analytics.
- Proven experience leading multidisciplinary portfolios including finance, information technology, facilities, and administrative services, with accountability for service quality, compliance, and operational effectiveness.
- Demonstrated leadership in enterprise risk management, internal controls, policy development, and regulatory compliance, with experience working with auditors, government ministries, and oversight bodies.
- Experience overseeing capital planning, infrastructure development, and asset management, including major projects, long term facilities planning, and stewardship of institutional assets.
- Proven oversight and project leadership experience across complex, multi stakeholder initiatives, with accountability for scope, timelines, budgets, and delivery outcomes.
- Track record of building high performing leadership teams, mentoring senior staff, and fostering a culture of accountability, collaboration, and continuous improvement.
- Strategic leadership experience supporting organizational transformation, financial sustainability, and resource alignment with institutional priorities, including enrolment growth, and stakeholder engagement.
- Strong relationship management skills, with experience engaging executive colleagues, boards, government, industry, and community partners in support of organizational goals.

## COMPETENCY REQUIREMENTS

### FINANCIAL ACUMEN

- Strategic financial advisor to the President and CEO and senior leadership, stewarding major financial decisions and supporting executive and board-level governance
- Proven depth of experience in financial integrity, internal controls, regulatory compliance, and audit readiness
- Proven visionary identifying financial risks and financial opportunities
- Recognized leader in developing high-performing finance teams and strengthening

	<p>financial acumen across non-financial leaders</p> <ul style="list-style-type: none"> <li>• Demonstrated success overseeing large, complex budgets and major capital projects, with strong accountability for financial stewardship and long-term sustainability</li> </ul>
<p><b>VISIONARY LEADERSHIP</b></p>	<ul style="list-style-type: none"> <li>• Has broad knowledge and perspectives, able to think about cascading impact</li> <li>• Establishes a shared vision and common goals and creates the environment where the institution can achieve them</li> <li>• Adopts a long-term view of strengths, weaknesses, opportunities, and risks in a changing operational environment</li> <li>• Clearly articulates a practical vision for the future, a credible case for change / enhancement, and influences and inspires others to work as part of a team toward that vision</li> <li>• Guides leaders how to take strategic plan initiatives and put them into actionable plans with measurable KPI's</li> <li>• Promotes cooperation, collaboration, and integration between individuals and groups both within and outside of the organization, ensuring everyone understands each other's roles, responsibilities, and contributions</li> <li>• Identifies critical issues that will have an impact on the institution at large</li> </ul>
<p><b>PROJECT MANAGEMENT</b></p>	<ul style="list-style-type: none"> <li>• Proven leader of large, complex capital and transformation initiatives (processes and systems), guiding projects from vision through execution and delivery</li> <li>• Sharp organizational and problem-solving skills with proven creative thinking and adaptability that continue project progress while minimizing risks</li> <li>• Successful at bringing together stakeholders from a variety of both internal and external sources for adherence to project timelines and deliverable milestones</li> <li>• Able to motivate teams and stakeholders while managing budget, time and scope.</li> </ul>
<p><b>CHANGE MANAGEMENT</b></p>	<ul style="list-style-type: none"> <li>• Strong change leader with a clear understanding of the impact of organizational change, accountable from initial alignment through implementation and adoption</li> <li>• Applies a structured change methodology that moves the organization from current state to future state, building readiness, overcoming resistance, and embedding sustainable new behaviors</li> <li>• Ensures executive sponsorship, clear communication of objectives, active stakeholder engagement, capability development, and ongoing monitoring to drive successful change outcomes</li> <li>• Intuitive at identifying roadblocks to change and taking action to minimize any potential negative impact of change</li> </ul>

## About Alberta



The province promotes itself as business-friendly, offering low corporate taxes, business incentives and a pro-growth business culture.

Home to some of most stunning natural wonders like Lake Louise, Maligne Lake and Banff National as well as being known for excellent education, healthcare and welcoming communities, it is no wonder that Alberta is reported as having the largest net gain from *interprovincial migration* for twelve consecutive quarters as at mid-2025.

Alberta, named after Princess Louise Caroline, daughter of Queen Victoria is a diverse Canadian province known for its vast prairies and Rocky Mountains, offering a high quality of life with rapid population growth and a strong, varied economy driven primarily by energy, agriculture, and technology. It's a major economic hub in Canada with low taxes, a welcoming environment for immigrants, abundant outdoor recreation, and unique cultural attractions.

Alberta has two major cities, Edmonton which is the Capital and Calgary which is the largest by population.



Alberta also has one of Canada's strongest job markets, lower provincial taxes (no PST) and lower income tax rates in comparison to other provinces. Housing costs are known for being more affordable and much lower than in areas like Toronto or Vancouver, especially outside of the major city areas of Calgary and Edmonton. Alberta also reports higher median income and wages in comparison to other provinces.

## About Grande Prairie



Grande Prairie is a major city in northwestern Alberta and the largest urban centre north of Edmonton. Known as the commercial and service hub of the resource-rich Peace Region, the city plays a central role in energy, agriculture, forestry, education, and healthcare. With a population of over 70,000 and a young, diverse demographic, Grande Prairie offers the scale, amenities, and economic opportunity of a regional centre while maintaining the accessibility and community feel of a smaller city. Often referred to as “Swan City,” with the trumpeter swan as its official symbol, and informally associated with dinosaurs due to significant paleontological discoveries in the surrounding

region, Grande Prairie reflects both its natural heritage and forward-looking identity. For professionals and families, it offers a rare balance of career opportunity, affordability, and quality of life.

Grande Prairie offers ample outdoor recreation, with exceptional camping, fishing, and hiking throughout the surrounding Peace Region. From well-maintained trail systems and river valleys to nearby provincial parks and backcountry routes, the area provides outstanding access to nature and year-round adventure, including some of the region’s most highly regarded hikes (<https://explore-mag.com/10-of-the-best-hikes-near-grande-prairie-alberta/>).



For those who prefer arts, culture, and community experiences, the city is home to a vibrant cultural scene, including the Art Gallery of Grande Prairie, which features rotating exhibitions and public programming (<https://agpp.ca/>), the Montrose Cultural Centre, live performances at Northwestern Polytechnic’s Douglas J. Cardinal Performing Arts Centre (<https://www.nwpolytech.ca/about/our-facilities/douglas-j-cardinal-performing-arts-centre>), and world-class paleontological exhibits at the Philip J. Currie Dinosaur Museum (<https://dinomuseum.ca/>). Whether outdoors or in the city, there is never a shortage of things to do!

The city of Grande Prairie is rich in diversity made of a demographic of 85 different cultural and ethnic groups. The rapid growth in Grande Prairie over the last decade has meant significant increases in family focused amenities and youth related programs while at the same time maintaining a small city feel. Grande Prairie is home to 18 elementary schools offering curriculum in grades K-12, and several junior highs schools and high schools. The city is also home to Catholic schools, Christian schools and Francophone education. Approximately 20% of the population of Grande Prairie is under 18 years of age and the median age of the city is 35 making it one of Canada’s youngest cities. Ample leisure and organized sports programs and



facilities exist to ensure there is always something to do whether it's spending time at the local library, visiting the YMCA, the FunPark or the Sand Zone just to name a few.

Living in Grande Prairie means dressing warm in the winter! The city has a northern continental climate typical of northwestern Alberta and northeastern British Columbia. Winters are generally very cold, with occasional milder periods, while summers are often fairly cool to pleasantly warm during the day, with cooler evenings despite the long daylight hours typical of its latitude. Hot days over 30 °C (86 °F) are uncommon, occurring on average only two to three days each year. Winter conditions can vary significantly from year to year. The average January temperature is -13.6 °C (7.5 °F), while the average July temperature is 16.2 °C (61.2 °F). However, temperatures as low as -52.2 °C (-62 °F) and as high as 41.5 °C (106.7 °F) have been recorded. The city receives approximately 17.5 inches of precipitation annually, including 12.7 inches of rain and 61 inches of snow, with snowfall amounts varying from year to year. Located near the foothills of the Canadian Rockies, Grande Prairie can experience windy conditions, particularly in the spring and fall. Warm Chinooks may also occur in winter, bringing temporary thaws and milder temperatures.

Grande Prairie offers a quality of life that blends affordability with access to amenities and outdoor living, making it attractive for professionals and families alike. Housing costs in the region remain competitive compared with larger Alberta cities. Recent local market data shows average home sale prices around \$360,000 in early 2026, illustrating solid value and choice for buyers relative to markets like Edmonton and Calgary where average prices are significantly higher. Beyond housing and everyday costs, Grande Prairie's quality of life is a strong draw. It offers a mix of lifestyle advantages seldom found together: proximity to natural landscapes and year-round outdoor recreation, a family-oriented community, and a growing cultural and entertainment scene. Residents benefit from a range of amenities including excellent schools, community facilities, local arts venues, and a regional airport with convenient connections.

For senior leaders and professionals, Grande Prairie presents an opportunity to make a meaningful impact in a growing regional centre that values innovation, collaboration, and service. It is a place where professional influence is tangible, relationships are authentic, and work-life balance is achievable. For candidates seeking both career challenge and an exceptional quality of life, Grande Prairie offers a compelling place to build the next chapter. To learn more about Grande Prairie, please visit: [City of Grande Prairie Official Website](#) | [Grande Prairie Regional Tourism and Visitor Information](#) | [Economic Development and Business Environment](#) | [Travel Alberta - About Grande Prairie](#)



## Indigenous Land Acknowledgement

*Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Métis, and Inuit people. We are grateful to work, live and learn on the traditional territory of [Duncan's First Nation](#), [Horse Lake First Nation](#) and [Sturgeon Lake Cree Nation](#), who are the original caretakers of this land. We acknowledge the history of this land and we are thankful for the opportunity to [walk together in friendship](#), where we will encourage and promote positive change for present and future generations.*

Qualified candidates who are interested in exploring this opportunity are invited to submit their application in confidence. Please direct your resume and a brief cover letter outlining your interest and relevant experience to Gena Griffin, Senior Manager, Executive Search and Recruitment at MNP, by email at [Gena.griffin@mnp.ca](mailto:Gena.griffin@mnp.ca).