

Director of Corporate Services and Finance

Regular Full-Time position

Elections Manitoba

Winnipeg

Advertisement Number: 45770

Salary(s): FI6 \$86,717-\$112,949 per year

Closing Date: November 16, 2026

Elections Manitoba (EM) is an integrity-driven organization dedicated to ensuring free, fair, and accessible elections for the people of Manitoba. As an independent office of the Manitoba Legislative Assembly, EM is steadfast in upholding the core values of democracy. The team at EM is committed to fairness, integrity, respect, excellence, participation, innovation, and accountability, striving to create an environment where every voice is heard and every vote counts.

The Opportunity

We are seeking a detail-oriented and hands-on leader to join our Senior Leadership Team as the Director of Corporate Services and Finance. This is a unique and meaningful role for someone who thrives on purpose-driven work, is committed to public service, and excels in a fast-paced environment where adaptability and sound judgment are essential.

As Director, you will balance day-to-day operations with strategic oversight across the various administrative and corporate functions for Elections Manitoba as well as ensuring campaign finance is conducted as mandated in *The Election Financing Act (EFA)*. The ideal candidate enjoys coaching, implementing, and coordinating corporate administrative services and finance functions.

If you're driven by results and developing others, we encourage you to apply. This is more than a leadership role — it's an opportunity to serve the people of Manitoba with integrity and purpose.

Qualifications**Conditions of Employment:**

- The incumbent must be, and remain, politically non-partisan in both perception and fact
- Must be legally entitled to work in Canada
- Satisfactory criminal records check
- Must possess a valid Manitoba Driver's License with access to a vehicle to use for work-related purposes; use of alternative forms of transportation for persons with accessibility requirements are actively considered.
- Ability and willingness to travel throughout Manitoba when operations require

Essential Skills/expertise

- Post secondary education in a related discipline such as Finance or Business Administration. An equivalent combination of education, training, and experience may be considered.
- Experience translating strategic priorities into clear operational and business plans, and experience with strategic performance management and measurement systems
- Extensive experience with administration, financial reporting, budget development, and cash flow management, ensuring compliance in accordance with generally accepted accounting principles.

- Demonstrated management experience with responsibility for operational, human, and financial resources.
- Experience developing, administering, and enforcing legislation, regulations, policies, and guidelines.
- Experience supervising and mentoring staff and supporting a collaborative team environment.
- Strong critical thinking and problem-solving skills with a focus on continuous improvement while ensuring operational stability.
- Experience in vendor and contract management.
- Experience in inventory and asset management.
- Excellent written and verbal communication skills with the ability to convey technical concepts and develop politically sensitive materials and for diverse audiences.
- Strong organizational skills with ability to handle multiple priorities under tight timelines.
- Strong political acumen with the ability to manage confidential and politically sensitive material. Demonstrates a high degree of confidentiality, standards of personal conduct, ethical behaviour and common sense.

Desired Skills

- Experience working with enterprise resource planning (ERP) systems, SAP S/4HANA, including financial management, reporting, budgeting, procurement, payroll, and operational processes.
- Experience using integrated information systems to support decision-making, reporting, and continuous process improvement.
- Election-related experience.
- CPA designation (CA, CGA, CMA) in good standing.

Elections Manitoba is seeking candidates who are willing to work on a flexible schedule when operations require; this may include working outside of standard office hours, and willingness to work additional hours, such as during election periods. The incumbent must also be capable of traveling for work-related purposes within Manitoba, and physically capable of lifting, carrying, and transporting equipment.

Duties:

As a member of the Senior Leadership Team, the Director of Corporate Services and Finance is accountable for coaching, performance management and mentoring staff across two portfolios; administrative and corporate functions for EM as well as ensuring campaign finance is conducted as mandated in *The Election Financing Act (EFA)*. The position provides oversight of innovative and flexible solutions, processes, practices to manage and implement financial and administrative services, campaign review programs, information sharing, approval of and development of legislative requirements for different stakeholders, and internal controls for the cost-effective delivery of corporate and electoral events.

Apply to:

Advertisement No. 44681
Human Resource Services
302-386 Broadway
Winnipeg, MB R3C 3R6
Phone: 204-945-7279 | Fax: 204-948-3115
Email: hr@legassembly.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Employment Equity is a factor in selection. Applicants are requested to indicate in their cover letter or resumé if they are from any of the following groups: women, Indigenous people, visible minorities or persons with disabilities.

Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications. We thank all who apply and advise that only those selected for further consideration will be contacted.