

Job Bulletin:

Director, Finance & Administration

Advertisement # 45223
Director, Finance & Administration
Regular, Full-time
Finance and Administration Unit

Closing Date: May 11, 2026
Salary Range: \$133,035 - \$160,969 per annum (8XG)

The Liquor, Gaming and Cannabis Authority of Manitoba (LGCA) regulates the province's liquor, gaming, cannabis, and horse racing industries. We license liquor sales, service and manufacturing; gaming employees, products and operations; retail cannabis stores; and horse racing. We strive to protect the public through impartial regulation that prioritizes safety and fosters informed choices in these industries.

The LGCA is seeking a highly motivated individual as its Director of Finance and Administration. Reporting to the executive director and CEO, the director is accountable for corporate comptrollership, financial reporting and office administration to ensure organizational stability and the prudent use of public funds, and to mitigate financial risk to the LGCA.

Candidates who do not meet all essential criteria and qualifications may be considered on an underfill basis. In such cases, the candidate will be appointed at a lower classification and pay grade until the required qualifications are met.

- Full working level salary range: \$133,035 - \$160,969 per annum (8XG)
- Underfill salary range: \$111,890 - \$138,841 per annum (8XF)

Qualifications

The successful candidate must have:

- A bachelor's degree from a recognized post-secondary institution in accounting, finance, business, public administration, management, or a related discipline, and a Chartered Professional Accountant (CPA) designation in good standing with CPA Manitoba.
- Five to ten years of financial leadership and management experience, preferably in a public sector environment. This must include demonstrated business acumen and success in leading and managing financial activities and making financial decisions that support strategic aims and operational priorities. A combination of education and experience may be considered.
- Advanced financial accounting and auditing skills, including the ability to properly apply accounting principles and practices; an in-depth understanding of financial reporting requirements; strong budgeting skills; the ability to analyze financial data and information; and the ability to integrate accounting, management and strategy.
- Keen attention to detail, numerical accuracy and analytical skills to ensure proper and accurate accounting.
- Strong interpersonal and written communication skills to provide direction and coaching on accounting and finance policies and requirements, and to communicate complex financial information in documents and reports for a variety of internal and external senior officials.
- Integrity, a strong work ethic and a demonstrated ability to make independent decisions that align with legislative accountabilities, strategic aims and operational priorities.
- Demonstrated initiative, professionalism and problem-solving skills to seek and implement innovative and proactive solutions to complex issues and challenges.
- Demonstrated political acumen, respect for others, adaptability and issues management expertise to respond to issues that can be sensitive and urgent.
- Strong administrative and organizational skills, including the ability to prioritize a varied and unpredictable workload and to balance multiple projects and deadlines.

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- Proficient management and supervisory skills, with the ability to lead, coach, mentor, foster collaboration, and motivate department staff, and to address conflict and performance challenges in a unionized environment and in a professional, respectful and constructive manner.
- Expertise in the use of computerized accounting programs and systems (e.g., SAP ECC or S/4 HANA, Microsoft Business Central, Microsoft Excel) that support accounting and auditing practices, and comfort with other Microsoft 365 programs.

The following qualifications are desired:

- Proficiency in French.
- Knowledge of Manitoba government financial requirements and processes

Your cover letter and resumé must clearly indicate how you meet the qualifications.

Duties:

The director is a member of the LGCA's senior management team and works closely with the CEO to provide executive level guidance on financial matters. The director is required to identify emerging needs, assess resources and risks, and make informed decisions about the LGCA's financial activities and office administration in accordance with applicable legislation, regulation and policies, and in keeping with Canadian public sector accounting standards, and generally accepted accounting principles. The director is required to anticipate, assess and manage the impact of their decisions, solutions and advice on the LGCA's short- and long-term needs and interests.

The incumbent maintains an active comptrollership function with responsibilities for annual budget analysis and preparation; daily management oversight for financial and capital resources; financial analysis and reporting, including financial statements, variance analyses, cash flow statements, reconciliations and ad hoc reports; preparation for the annual audit of the LGCA's finances, ensuring compliance with legislative and related authorities; publication of the annual financial statements; and cost benefit analysis on new and existing initiatives. The director must implement and maintain strong financial controls and assurance of sound business practices, ensuring all financial accountabilities are in accordance with The Liquor, Gaming and Cannabis Control Act, other provincial legislation and requirements, and Canadian public sector accounting standards. Additional administrative accountabilities consist of purchasing supplies and services; office administration and security; management of fleet vehicles; and landlord/tenant relations including general office upkeep and leases.

Additional Information:

- An eligibility list may be created for similar positions and will remain in effect for 12 months.
- Applicants may be required to write a screening/selection exercise/test.
- Applicants must be legally entitled to work in Canada.
- Circumstances may arise where the competition may need to be withdrawn.
- A positive attendance record will be a consideration in the screening process.
- Satisfactory work performance in the preceding 12 months is required.
- A satisfactory criminal record check (verified by fingerprints) is a condition of employment.
- The director generally works weekdays during normal office hours, although the work infrequently requires long hours of work and availability after hours and/or on weekends.
- Travel within Manitoba is required infrequently.

The LGCA has a comprehensive compensation and benefits package that includes extended health care, health spending account, dental care, vision care, long term disability insurance, group life insurance, maternity leave top-up plan, family related leave and a defined benefit pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers). Training, educational support and career development opportunities are also available.

Apply to:

Advertisement #45223
 Liquor, Gaming and Cannabis Authority of Manitoba
 Human Resources
 1055 Milt Stegall Drive
 Winnipeg MB R3G 0Z6
 Fax: 204-927-5384
 Email: resumes@LGCAMB.ca



Please quote your name and the advertisement number in the subject line of your email.

Please submit your cover letter, resumé and any other documents in PDF format. The LGCA does not accept .zip files or links to Google Docs, Dropbox, or any cloud-based storage systems as a substitute for PDF documents.

Accessibility

LGCA will consult with all applicants requesting accommodation during the recruitment process to ensure that the accommodation provided considers the applicant's individual accessibility needs.

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

We thank all who apply. Only those selected for further consideration will be contacted.

Visit LGCAMB.ca to learn more about the Liquor, Gaming and Cannabis Authority of Manitoba.

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