

Position Profile

Director of Finance

Reports To: Chief Executive Officer/General Manager

Organization: Keystone Centre

Date: August 2025

ABOUT THE KEYSTONE CENTRE

The Keystone Centre is a 540,000 sq. ft. diverse multi-venue situated under one roof, located in Brandon, Manitoba, and services the greater Westman Region. Originally opened in 1972, the Keystone Centre hosts a diverse array of activities providing a large component of the social, recreational, cultural, and agricultural fabric of the area, and is one of Brandon's largest economic catalysts. It is a significant contributor to the quality of life in Westman.

The operations of the [Provincial Exhibition of Manitoba](#), [Brandon Wheat Kings](#), and [Brandon Curling Club](#) are located within the Keystone Centre. These tenants play an integral role in the success of the Centre.

More than an event centre, the Keystone Centre is the nexus of community and culture in The City of Brandon, a role it has played since it opened.

ABOUT THE DIRECTOR OF FINANCE

The Director of Finance manages all aspects of the Keystone Centre's Finances, including fiscal policies, accounting records, and financial reporting.

Working closely with the CEO, Board of Directors, government representatives and other department managers the Director of Finance will ensure maximum revenue generation and cost-effective operations while maintaining the Keystone Centre continued top quality products and services to our guests in a timely manner.

The Director of Finance is responsible for all aspects of the complete accounting cycle, including reporting on the monthly financial statements at Board meetings, preparation of year end audit file and preparing the organization's annual budget.

Where We Reside

The Keystone Centre is located on Treaty 2 territory, traditional shared land between the Dakota Ojibway, and Metis Peoples. At Keystone Centre, we acknowledge and respect the history, land, and the people of the area we reside.

Mission

To build and strengthen community one experience at a time.

Vision

To be innovative, world-class destination where community meets, experiences, learns, and thrives for generations to come.

Values

To achieve our vision and carry out our mission, these are the values we all strive to demonstrate through our decision making, in our roles, and in carrying out our day-to-day activities: Stewardship, Innovation, Sustainability, Culture, Integrity, Community, Resilience, Creative, Collaborative, Progressive

KEY LEADERSHIP ACCOUNTABILITIES

Financial Management

- Oversee the full accounting cycle, including journal entries, payroll, accounts payable and receivable, statutory compliance, and the preparation of comprehensive monthly financial statements with insightful analysis for the Board of Directors.
- Actively participate in monthly committee and Board meetings, providing financial insights and strategic recommendations.
- Collaborate with the CEO to develop, implement, and maintain robust accounting policies, procedures, and internal controls that align with organizational goals.
- Design and enforce effective internal control systems to ensure compliance with legal, regulatory, and corporate standards in all financial operations.
- Lead the development of the annual operating and capital budgets in partnership with the CEO, Finance Manager, and departmental leadership, ensuring alignment with strategic objectives.
- Deliver timely and accurate financial reporting on a monthly, quarterly, and annual basis, including variance analysis and performance metrics.
- Partner with departments to evaluate and enhance business processes, driving improvements in customer satisfaction and operational efficiency.
- Conduct high-level financial analysis to support strategic planning and data-driven decision-making across the organization.
- Serve as a trusted advisor to all departments on financial systems, recordkeeping, reporting, and compliance matters.
- Manage the year-end audit process, including coordination with external auditors and preparation of audited financial statements for Board and stakeholder review.
- Ensure accurate and timely financial reporting to banks, government agencies, and other external entities, meeting all regulatory and contractual obligations.
- Act as the Purchasing Coordinator, overseeing the implementation and adherence to the Keystone Centre's Purchasing Policy and Procedures to ensure cost-effective procurement practices.
- Optimize receivables management by refining collection strategies and implementing effective control mechanisms to ensure timely cash flow.
- Authorize disbursements including cheques, wire transfers, and EFTs, ensuring accuracy and compliance with internal controls.
- Perform additional duties as assigned, contributing to the overall success and financial integrity of the organization.

Leadership

- Supervise small team of accounting staff.
- Recruit, train, mentor, and supervise accounting staff, fostering a high-performance team culture and supporting professional development.

- Build and mentor the team and foster cross-training and knowledge-sharing to ensure resilience and flexibility.

Stakeholder Engagement and Board of Directors

- Establish and maintain effective working relationships with the Keystone Centre Board of Directors, members of the corporation and governmental funding partners and their departments and agencies, the entertainment/convention industry, community, and civic organizations to encourage continual and regular use of the facility.
- Present financial reports to the Board and provide analytical insights to support decision-making.
- Establish and maintain effective working relationships with the tenants, employees, union representatives, and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS

This position is located in Brandon, Manitoba. Agriculture plays a pivotal role in the local economy, providing employment opportunities and contributing to exports.

Candidates with industry experience and those working toward a CPA designation are encouraged, as the role requires a hands-on approach and the ability to understand all facets of financial operations. Proficiency in Sage 300 is highly desirable.

- A university degree in Business Administration or Accounting, or designation as a Chartered Professional Accountant (CPA); candidates actively pursuing a CPA designation or possessing a strong combination of education and relevant experience will also be considered.
- Minimum of 3 years of progressive experience in corporate accounting and financial management, with a proven track record of leadership and results.
- In-depth knowledge of Generally Accepted Accounting Principles (GAAP) and their practical application in a dynamic organizational environment.
- Demonstrated expertise in financial analysis, budgeting, forecasting, and contributing to strategic planning initiatives.
- Hands-on experience managing external audits and preparing audited financial statements in collaboration with audit firms.
- Advanced proficiency in Microsoft Office Suite, particularly Excel, with the ability to build complex models and reports.
- Strong leadership and supervisory experience, with the ability to inspire, mentor, and manage high-performing teams.
- Exceptional written and verbal communication skills, with the ability to convey complex financial information clearly to diverse audiences.
- Strong analytical and problem-solving skills, with the confidence to make sound decisions under pressure and maintain workflow continuity.

- Excellent organizational, time management, and presentation skills, with a commitment to meeting deadlines and delivering results.
- Collaborative team player who thrives in both independent and cross-functional settings.
- Ability to perform effectively in high-pressure environments and adapt to shifting priorities.
- Skilled in interpreting and implementing organizational policies, procedures, and compliance frameworks.
- Meticulous attention to detail and a commitment to accuracy in all aspects of work.
- Ability to work flexible and overtime hours as needed.
- Some travel is required.

ABOUT BRANDON, MANITOBA

Population & General Information

The City of Brandon's population in the 2021 Census was 51,313, just over a 5% increase from the 2016 Census. Brandon's growth has kept pace with the fastest-growing cities in Canada and demonstrates the opportunities available for individuals, families, and businesses to grow and succeed. According to the 2021 Census, the City's landmass is approximately 79.04 square kilometers and has an estimated trading population of 180,000.

Age Friendly

Age friendly environments foster health, well-being, participation, and inclusion for people as they age. Let's explore more about Age Friendly Brandon.

Arts, Culture & Diversity

Brandon is home to excellent cultural facilities, programs, and events such as the Art Gallery of Southwestern Manitoba, Brandon University's Fine Arts and Music Programmes, the Brandon Folk, and the Music & Art Festival.

Agricultural Landscape

Crops: Brandon and Southwest Manitoba are known for their rich agricultural heritage. The region's fertile soil supports a variety of crops, including wheat, canola, barley, soybeans, corn, and sunflowers. Crop farming is a significant contributor to the local economy.

Livestock: Livestock farming, including cattle and poultry, is also a vital component of the agricultural sector. The region has numerous ranches and farms dedicated to livestock production.

Technology: Farmers in this area often embrace modern agricultural technologies and practices, such as precision farming, to optimize crop yields and efficiency.

Economic Landscape:

Agriculture: Agriculture plays a pivotal role in the local economy, providing employment opportunities and contributing to exports. Agribusinesses, such as grain elevators, agricultural equipment suppliers, and food processing companies, thrive in the region.

Manufacturing: Brandon has a diverse manufacturing sector, with companies specializing in food processing, metal fabrication, and machinery production. These industries offer employment opportunities to local residents.

Retail and Services: The city of Brandon serves as a commercial hub for Southwest Manitoba, offering a wide range of retail stores, restaurants, and services. Retail trade, healthcare, education, and transportation services also contribute significantly to the economy.

Social Landscape

Community Spirit: Residents of Brandon and Southwest Manitoba often take pride in their close-knit communities. Social events, festivals, and community gatherings are common, fostering a sense of belonging.

Education: The region is home to educational institutions like Brandon University, providing higher education opportunities to local and international students.

Outdoor Activities: Given the region's natural beauty, outdoor enthusiasts can enjoy recreational activities such as hiking, fishing, boating, and camping. Riding Mountain National Park is a popular destination for nature lovers.

Lifestyle

Cost of Living: The cost of living in Brandon and Southwest Manitoba is generally lower than in larger urban centers, making it an attractive place to live for those seeking a more affordable lifestyle.

Work-Life Balance: The lifestyle in this region often emphasizes work-life balance, with many residents valuing the proximity to nature and a slower pace of life.

Cultural Diversity: While predominantly of European descent, the region has become more culturally diverse over the years, with a growing Indigenous and immigrant population. This diversity has enriched the local culture and cuisine.

Healthcare and Services: Brandon offers access to healthcare facilities, schools, and recreational amenities, ensuring that residents have access to essential services and a comfortable lifestyle.

<https://www.brandon.ca/>

If you are an energetic and community-minded leader, please submit your resume to:

Lillian Wong, Director, Executive Search

MNP

Lillian.Wong@mnp.ca