

Director of Finance

The Opportunity

British Columbia's Knowledge Network – a provincial Crown Corporation and registered charity – is seeking a Director of Finance to provide strategic leadership and stewardship of our finances and assets. The Director of Finance is Knowledge's senior financial and accounting resource, providing management and oversight of all accounting and financial processes and systems.

Within a small organization of 50 employees, this is a hands-on position responsible for the effective oversight of accounting, payroll, procurement, budget planning and development, financial analysis and reporting. Key responsibilities include the development of annual and multi-year financial plans, budgets and reports, preparation of financial statements and liaising with external auditors, the Board of Directors and provincial government staff.

Reporting to the President + CEO and a member of the Knowledge Leadership Team, you'll lead a financial department of three employees and work closely with colleagues across departments including programming, government relations, philanthropy and human resources. A passion for public broadcasting and a belief in the value of Knowledge Network is woven into the fabric of our organization and our people, your work will touch every aspect of our business and make a difference in the lives of British Columbians.

Who We Are:

Knowledge Network is British Columbia's provincial public broadcaster, operating a free and commercial-free television channel in B.C. and streaming services across Canada. The Knowledge brand is unique – we are not selling a product but providing a service rooted in the values of curiosity, commitment, inclusivity and accountability.

Funded by an annual operating grant from the provincial government and donations from loyal viewers, Knowledge Network offers curated programming from all over the world and award-winning Knowledge Originals from BC filmmakers. We provide British Columbians with trusted free and commercial-free content that enriches minds, fosters understanding and contributes to a connected and more informed society.

We respectfully acknowledge the xʷməθkʷəy'əm (Musqueam), Skwxwú7mesh (Squamish), and səliwətaɫ (Tsleil-Waututh) Peoples on whose unceded traditional territories our Burnaby office is located.

What You will be Doing:

Financial Leadership

- Plan, develop, monitor and control financial processes to safeguard Knowledge Network's assets and support its strategic plans.
- Lead annual budget planning process and develop Knowledge Network's annual operating budget.
- Lead the delivery of accurate financial forecasts and plans.
- Monitor Knowledge's financial performance including analysis of revenues and expenditures, specialized reporting and cash flow projections.
- Liase with Endowment Fund manager to monitor fund performance and ensure endowment income sufficiently meets our operational objectives.
- Ensure Knowledge is meeting Generally Accepted Accounting Principles and is following financial processes and requirements including organizational policies and procedures, provincial and federal regulatory requirements and applicable laws.
- Participate in the design and development of new and ad hoc financial reports and analysis for internal use, government reporting and other external parties.

Financial Management

- Provide ongoing financial and business oversight and management to support Knowledge's strategic initiatives.
- Execute month-end and year-end activities including reviewing accounting entries and transactions, follows month and year end close processes and identifies any accounting or reporting issues.
- Provide accurate and timely financial information to budget owners.
- Oversee all service agreements with external vendors.
- Ensure taxes are appropriately calculated and remitted and that returns are prepared and filed.

Corporate Governance

- Provide strategic advice and consultation, including presentation of financial statements, reports and information to the President + CEO, Knowledge Leadership Team, Board of Directors and the Board's Audit and Finance Committee.
- Prepare consolidated financial statements, complete audit working paper files, liaise with external auditors, and all other external financial reporting partners (CRTC, Crown Agency Secretariat, Ministries of Finance and Tourism, Arts, Culture and Sport).
- Update and implement all necessary business policies and accounting practices, ensuring proper internal controls and compliance with government directives.

- Serve as Secretary and Financial Officer for Knowledge's dormant subsidiary, Knowledge-West Communications Corporation, ensuring all annual legal and regulatory filings are completed.

Strategic Leadership & Management

- Participate in strategic planning and decision-making as a member of Knowledge's Leadership Team.
- Build supportive and trusting relationships across all functions of the organization.
- Provide leadership, oversight, mentorship and guidance for a team of three employees to support a high-performing, inclusive and respectful workplace.

Other Management Duties

- Manage corporate legal affairs working with Knowledge's external legal counsel.
- Manage BCIT lease agreement and oversee major issues with office maintenance and design.

What You Bring to the Team:

Experience & Knowledge:

- Bachelor's degree in a relevant discipline plus completion of a professional accounting designation (C.P.A.).
- Minimum of 10 years' recent experience in a progressively senior financial and accounting role, preferably in the public sector or a Crown corporation.
- An equivalent combination of education, training and experience may be considered.
- Expert knowledge of generally accepted accounting principles, financial, administrative and contract management, and audit principles and practices.
- In-depth knowledge of ever-changing financial and accounting theory, standards and best practices.
- Strong knowledge of public sector accounting standards (PSAS) is required.
- Experience in leading budget processes and working with budgets in the public sector is required.
- Experience in leading a public sector audit.
- Commitment to the principles of equity, diversity, inclusion and accessibility.

Skills & Abilities:

- Models exceptional standards of ethics, integrity and professionalism.
- Strong critical thinking skills, keen sense of judgement, rigor and attention to detail.

Put your KNOWLEDGE to work.

- Excellent analytical abilities, active listening and problem-solving skills. A proven team leader.
- Ability to work collaboratively with colleagues across several departments and levels.
- Ability to prioritize and respect deadlines.
- Strong cross-cultural awareness and competencies.
- Proficiency in Sage 300.
- Expert level Microsoft Excel skills.
- Excellent written and oral communications skills. Strong presentation skills.
- Strong interpersonal skills, maintaining courtesy, empathy and professionalism throughout all internal and external communications
- A genuine passion for public broadcasting and the content that inspires our audiences.

What We Bring:

Knowledge Network is a stable, trusted and inclusive employer. We believe employees are our number one asset. We offer competitive benefits including:

- A Competitive Salary - \$125,513 – 159,966. *This Compensation Range is the span between the minimum and maximum base salary for a position. The midpoint of the range is approximately halfway between the minimum and the maximum and represents an employee that possesses full job knowledge, qualifications and experience for the position. In the normal course, employees will be hired between the minimum and midpoint of the salary range for a job.*
- A Defined Benefit Pension Plan – College Pension Plan with employer contributions.
- Generous Vacation Entitlement - starting at 4 weeks along with 13 annual statutory holidays.
- 100% Employer-paid dental, extended health, vision care premiums for you and your family
- Work-Life Balance – hybrid work option with flexible work schedules available (within our 40-hour work week).
- Wellness supports, including an Employee and Family Assistance Program, lunch and learn seminars, and mental health resources.
- Training and Professional Development funds to support your continuous learning and development.

Knowledge Network is committed to employment equity and building a skilled, diverse workforce that reflects the communities in which we serve. We welcome applications from all qualified individuals and encourage candidates to voluntarily indicate in their cover letter if they are a member of a First Nations group, Inuk or Métis; a racialized person; a person with a disability; a woman; or LGBTQ2S+.

Put your KNOWLEDGE to work.

Knowledge Network is committed to developing inclusive, barrier-free selection processes and work environments. If you require accommodations at any point during the application and hiring process, including but not limited to, mental health, physical disability, religious practices or medical conditions, please let us know by contacting hr@knowledge.ca.

If you are passionate about this opportunity and want to contribute your experience and expertise, please submit a cover letter and resume to hr@knowledge.ca, by July 17, 2025. We thank all applicants for their interest; only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada and with the ability to commute to our office in Burnaby.