



Director, Finance & Human Resources

Senior Leadership Opportunity | Valley Hill Youth Treatment Centre | Prince Albert, Saskatchewan/ July 2026

Make an Impact Through Purpose-Driven Leadership – About the Role

This new position is an exciting opportunity to join a strong, collaborative management team in an exceptional work environment. Guided by a shared culture of quality, accountability and continuous improvement, we are seeking an outstanding leader to join our team!

Valley Hill Youth Treatment Centre (VHYTC), located in Prince Albert, Saskatchewan, is a specialized youth treatment facility that supports young people (ages 12–17) experiencing substance misuse challenges. We offer a structured, trauma-informed environment with Indigenous-focused programming rooted in compassion, cultural awareness, and healing. Our programs go beyond treatment: we focus on the whole person, blending therapy, education, land-based healing, and life skills to support sustainable recovery.

Valley Hill Youth Treatment Centre is seeking a strategic and hands-on **Director, Finance & Human Resources** to lead the organization's financial and people functions. Reporting to the Executive Director, this senior leadership role offers an opportunity to strengthen the systems, policies and workplace practices that support high-quality services for youth.

As a member of the management team, you will partner closely with the Executive Director and the Directors of Clinical Operations and Clinical Programming. You will provide sound financial insight, practical HR leadership and trusted advice while managing risk, supporting compliance and helping the organization achieve long-term sustainability.

What You'll Do

Strategic Leadership & Organizational Stewardship

- Provide strategic input across finance and human resourcing matters in support of the organization's mission, vision, values and long-term sustainability.
- Support the Executive Director and management team to develop and implement: organizational strategies; policies; and, related best practice procedures and plans.
- Promote a culture of quality, accountability, transparency, integrity and continuous improvement.

Financial Leadership, Operations & Controls

- Lead annual budgeting, financial planning, forecasting and cash flow management.
- Monitor performance, explain variances and recommend practical budget actions.
- Prepare clear financial reports and updates for leadership and the Board.
- Oversee accounting, accounts payable and receivable, and payroll coordination with the external service providers.
- Maintain strong internal controls, delegated authorities, segregation of duties and accurate records.
- Coordinate the annual audit and serve as the primary liaison with external auditors.

Human Resources, Labour Relations & Workplace Culture

- Advise the management team on workforce planning and staffing priorities.
- Lead full-cycle recruitment, orientation and onboarding, coordinating all documentation and operational requirements for new employees.
- Maintain current job descriptions and support effective training and workforce planning.
- Provide leadership on employee and labour relations, including conflict resolution, performance improvement and interpret and administer the collective agreement, organizational policies and employment legislation.
- Foster a respectful, collaborative, values-driven workplace culture.

Compliance, Risk & Systems

- Ensure compliance with legislation, funding agreements, collective agreements and regulatory requirements.
- Monitor changes in employment law, labour relations and financial regulation, and advise leadership on implications.
- Identify financial, operational and labour-related risks and recommend appropriate responses.
- Oversee accurate, confidential financial records and employee files.
- Optimize finance and HR systems, including Xero, Dext, customer automated funds transfer (CAFT) and the organization's HR information system.
- Maintain operational scheduling processes, including youth care worker scheduling.
- Approve expenditures and sign financial documents within delegated limits.

What You Bring

Education & Experience

- Bachelor's degree in finance, human resources, business administration or a related field.
- CPA, CPHR or an equivalent professional designation is preferred.
- At least five years of progressive leadership or senior management experience, ideally in a non-profit organization.
- Experience working in a unionized environment, including collective agreement interpretation and labour relations.
- Knowledge of generally accepted accounting principles as they apply to non-profit organizations.

Skills & Attributes

- Proficiency with Microsoft Office and Outlook.
- Experience with financial systems such as Xero, QuickBooks Online, Dext and CAFT, along with HRIS and other data-management platforms.
- Strong analytical judgment, attention to detail and commitment to accuracy.
- A self-directed approach with the ability to prioritize critical work and meet deadlines in a changing environment.
- Excellent collaboration, engagement and communication skills with internal and external stakeholders.
- Demonstrated integrity, accountability, confidentiality and discretion.

Why Join Valley Hill Youth Treatment Centre?

- At VHYTC, we care deeply about providing an excellent workplace to our valued staff team. We offer competitive salary, comprehensive health/insurance package, employer-contributed pension plan, management benefits and flexibility designed to provide the best work environment that supports personal and professional growth.
- We live our values of compassion, family/community involvement, partnerships, accountability, excellence in service, respect and safety. We are committed to doing the right thing. Through a shared culture of quality and responsibility, this is your opportunity to be part of a highly collaborative management team that combines strategy with meaningful hands-on leadership to support organization-wide decisions.
- In shaping the financial and people practices that strengthen quality, accountability and sustainability, you will contribute to an organization that is making an impact in the future of young people at a pivotal time in their lives.

How to Apply

If you are an accountable leader who is committed to quality, empowering youth and making a measurable difference, then please submit your résumé and a cover letter to Shari Hildred, Executive Director at shari.hildred@vhill.ca by Friday, August 14, 2026.