

May 8th, 2017



INTERNAL/EXTERNAL POSTING
FINANCE – PERMANENT FULL-TIME
DIRECTOR OF FINANCE

This is a senior level administrative position. The Director of Finance is directly responsible to the City Manager and confers with him/her on a close and regular basis in undertaking the financial management of the City.

Duties & Responsibilities:

- Performs the statutory duties of the Treasurer.
- Responsible for collection of all revenue and the safekeeping of all monies belonging to the municipality.
- Ensures that financial transactions are carried out legally and in accordance with existing legislation and recognized accounting practices and principles.
- Responsible for the proper execution of financial policies and procedures and in so doing works with all department heads to ensure that these policies and procedures are carried out.
- Exercises general control over expenditures of all divisions of City operations within approved appropriation.
- Responsible for cash forecasting and for long-range financial planning.
- Responsible for all City investments.
- Responsible for the daily accounting procedures
- Provides quarterly statements of revenues and expenditures
- Responsible for year-end accounting procedures and for preparation for the annual audit.
- Prepares financial statements.
- Responsible for compiling annual budgets and conferring with the City Manager with final budget preparation.
- Responsible for direct action related to property tax enforcement.
- Performs other duties as may be assigned by the City Manager.

Qualifications:

- CPA Designation
- Undergraduate University Degree in Commerce
- A minimum of five years' experience in finance in a leadership capacity
- Senior experience working within a municipal government or public sector setting an asset
- Familiar with Canadian Public Sector Accounting Standards
- Aptitude to communicate effectively with people and ability to establish and maintain good relations with staff, elected officials and the general public is essential.

Commencement: As soon as possible

Detailed resume or completed City employment application form, including references, to be submitted to: Department of Human Resources, City Hall, no later than June 2nd, 2017. Fax: (306)445-0411, Email: hr@cityofnb.ca

The City wishes to thank all applicants, however, only those selected for an interview will be contacted.