

**JOB POSTING
MANAGER OF FINANCE
FULL-TIME**



POSITION SUMMARY

This management team position is responsible for a variety of complex financial duties. This position is also expected to provide sound financial advice to the Chief Administrative Officer and Council by preparing and presenting reports, as required, and manages the Finance Clerk III position. The ability to work independently and under pressure and to deadline is required.

CORE DUTIES AND RESPONSIBILITIES

- managing daily general accounting operations;
- exercising control and supervision over all financial affairs of the municipality;
- ensuring effective financial controls;
- managing investments and cash flow
- overall responsibility for processing payroll and benefit services;
- oversight of utility billing, taxation and cash receipting;
- preparing the annual 5-Year Financial Plan;
- preparing annual municipal financial reports;
- oversight of asset management;
- coordinating the annual audit process.

PREFERRED EXPERIENCE, KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of public sector accounting standards;
- Thorough knowledge of public sector payroll legislation and processes;
- Experience developing budgets;
- Exceptional communication and teamwork skills;
- Demonstrated computer skills in Microsoft Office 365 suite along with spreadsheet and accounting software knowledge (knowledge of MAIS would be an asset);
- The ability to exercise tact, discretion and sound judgment while dealing with sensitive issues in a political environment;
- Comfortable working at an advanced level with a variety of technology in the workplace;
- Progressive, results oriented, accountable and innovative;
- Member in good standing of the Chartered Professional Accountants association;
- A valid BC drivers license.

PREFERRED EDUCATION & EXPERIENCE

- Completion of a professional accounting designation (CPA);
- Minimum of 3-5 years' experience related to municipal finance and associated operational functions, including working knowledge of relevant legislation and regulations.

The annual salary range offered for this position is competitive and includes an excellent benefits package.

Qualified applicants are invited to submit a covering letter and resume to Juli Halliwell, CAO via email to: juli.halliwell@anmore.com

This opportunity is open for receipt of applications until 4:00p.m. Monday, May 31, 2021.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.