

Lunenburg Regional Municipal Joint Services Board

EMPLOYMENT OPPORTUNITY – *Director of Corporate Services*

About us



The Municipal Joint Services Board - Lunenburg Region (MJSB), was formed in 2013 through a cost sharing agreement. Located in the heart of Nova Scotia's south shore, MJSB's purpose is to improve services for the residents of the Municipality of the District of Lunenburg and the Towns of Bridgewater and Mahone Bay. MJSB's shared services currently include waste, information technology, and human resources. We are currently expanding our shared services to include additional corporate services to our municipal partners.



We are committed to offering equal employment opportunities based on qualifications and performance, and free from discrimination because of age, race or ethnic origin, religion, sex, sexual orientation, disability, family status, gender identity, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code. We strive to make our recruitment and selection processes as accessible as possible and provide candidates with accommodations as required. If you require any accommodations at any point during the hiring process, please contact [Human Resources](#).

About the role

As the Director of Corporate Services, you are a strategic thinker who can operationalize the objectives of the MJSB. You are a strong leader, with exceptional communication skills, who can engage others to get things done. You recognize the importance of building relationships through collaboration and partnerships. This position will continue to enhance the partnerships with our municipal partners.

The Director of Corporate Services will lead a small team of finance and administrative professionals as well as other corporate shared services staff. As a member of the senior leadership team, reporting to the MJSB COO, you also liaise with the Directors of Finance and other Directors for each of the partner municipalities. The Director works closely with the COO and the Board to develop policy direction for MJSB, as well as providing financial advice and recommendations to the Board and Finance Committee.



Lunenburg Regional Municipal Joint Services Board

Key Accountabilities

- Deliver an accurate, approved annual operating and capital budget to partner municipalities on time as required by the MJSB agreement.
- Lead the annual financial audit process and development of accurate annual financial statements on time for partner municipalities to meet timelines required by legislation.
- Accurate timely monthly revenue and tonnage reporting with appropriate variance analysis coordinated with all MJSB lines of business.
- Accurate timely quarterly financial and business plan reporting with appropriate variance analysis and forecasting coordinated with all MJSB lines of business, and recommendations to the Finance Committee and the Board.
- Annual strategic and business plans for corporate services, including key focus on MJSB service enhancement, growth, optimization, and opportunities to leverage strengths and partnerships.
- Deliver on the annual strategic and business plans for corporate services.

Certification

- CPA qualification, member in good standing

Experience

- At least five years' experience in a financial management role
- At least five years' experience in a related leadership role
- Experience with preparing budgets, management accounts and year-end financial accounts
- Extensive experience with and thorough working knowledge of computerised accounting systems and spreadsheets.
- Previous public sector experience is an asset, specifically municipal government experience is preferred

Skills

- Demonstrated excellent leadership and interpersonal skills
- Proficient at guiding clients to develop cohesive, high-performing teams who are committed to service excellence
- Effective verbal and written communication and presentation skills

Knowledge

- In-depth knowledge of Public Sector Accounting Standards as well as the Nova Scotia Financial Reporting and Accounting Manual
- Knowledge of applicable legislation such the Municipal Government Act of Nova Scotia and other relevant legislation and regulations
- Knowledge of municipal policies and best practices is an asset

Ability

- To build effective, supportive relationships with clients in diverse settings

Lunenburg Regional Municipal Joint Services Board

- To assess and understand organizational needs and drive action to achieve them by working closely with partners and clients
- To develop and effectively communicate and guide the implementation of innovative solutions
- To successfully lead others to achieve organization's mission; to lead with impact
- To communicate effectively both orally and in writing, including with staff, the Board and Councils as required

Compensation and other details

- Full time, 35 hours per week
- Competitive group insurance, health and dental plan and pension plan.
- Position works at the waste disposal site, 908 Mullock Road, Whynott's Settlement, NS (subject to change)
- Annual salary range is: \$94,977.50 to \$130,594.07, commensurate with qualifications and experience
- Visit <https://www.communityrecycling.ca> to view the full job description.

How to apply

- Deadline to apply is Wednesday, January 10, 2024, at 12 noon.
- Please send your cover letter and resume as one document, in confidence to:

Lynn Wagner, Director of Human Resources
Employment@mjsb.ca

Please include the competition number in the subject line: **#MJSB_DIRCOPRSERV_2023**