



Employment Opportunity

Manager of Finance – Town of Stewiacke Permanent Full-Time Position

Posted Date: May 14th, 2024.

Closing Date: Position posted until filled.

The Town of Stewiacke is currently accepting applications for the permanent position of **Manager of Finance**. The successful candidate will be self-motivated, people oriented and will provide efficient, effective, and timely financial support to all Town departments and Town Council. This is a full-time position (35 hours per week) and is subject to the terms and conditions contained in the Town of Stewiacke's Human Resource Policy.

This is a unique opportunity for an ambitious individual looking to acquire practical knowledge in public administration and governance. Significant experiential learning opportunities exist that will prepare the successful candidate for greater responsibility and growth within the Town of Stewiacke.

Nature of the Position

Reporting to the Chief Administrative Officer (CAO), the Manager of Finance is responsible for all finance and accounting activities under the direction of the CAO. Primary duties and responsibilities will include preparation of financial and departmental reports including variance analysis; maintenance of proper accounting procedures to ensure accurate and complete financial record keeping; preparation of records for the annual audit; and preparation of annual budget documentation. The Manager of Finance will further supervise all Finance and Front Office staff and provide assistance to other management and staff as required.

Education and Experience

- Minimum of five (5) years' accounting or finance experience, preferably in a municipal environment;
- Excellent knowledge of finance and accounting functions;
- Working knowledge of municipal accounting software (Diamond, Town Suite or similar) would be an asset;

- Possessing a professional accounting designation (CPA) would be an asset;
- Experience in personnel management would be an asset.
- Previous supervisory experience would be an asset.

Competencies

- Excellent organizational skills;
- Ability to work to meet deadlines and possess a high level of attention to detail;
- Excellent interpersonal and communication (listening, written, verbal) skills;
- Possess problem solving abilities and ability to prioritize work.

Application Provisions

Applicants are invited to submit a resume with a covering letter highlighting how their education, qualifications, and experience match the requirements of this position. Only those applicants selected for an interview will be contacted.

Start Date:	Immediately
Salary:	Under Review
Closing date for Applications:	Competition will remain open until the position has been filled.

Please forward applications by email or post to the following:

Kevin Matheson, Interim Chief Administrative Officer
Town of Stewiacke
295 George Street
P.O. Box 8
Stewiacke, NS B0N 2J0
kmatheson@stewiacke.net