



Municipality of Clare

Employment Opportunity: Director of Finance

Are you a finance professional looking for a new career opportunity? The Municipality of Clare is seeking applications for the position of Director of Finance.

General information and working environment:

What's it like to work here?

- The Director of Finance works in an office environment.
- This is a permanent full-time position (35 hours per week), work hours are from 8:30 a.m. to 4:30 p.m., Monday to Friday.
- Reporting to the Chief Administrative Officer (CAO).
- The Director of Finance is occasionally required to attend evening meetings. Overtime can be presented in the form of paid leave.
- Fast-paced environment.
- Tight deadlines.
- Large workloads.
- Must complete all required training in accordance with occupational health and safety guidelines.

About the position:

What am I going to do?

As a member of the senior management team, the Director of Finance provides strategic advice to the CAO and Council. They will contribute to the overall success of the Municipality by effectively managing all financial responsibilities, such as day-to-day financial activities, staff supervision, operational budgeting, and interim and annual financial reporting. Here are some of their duties:

- Effective management of the Municipality's financial system and annual budget, including the processing and control of financial data.
- Ensure proactive performance management of all department employees through coaching, mentoring, feedback, listening and annual performance reviews.
- Ensure effective control and management of the Municipality's financial affairs.
- Ensure compliance with all financial and accounting policies and procedures.
- Provide strategic advice and support to the Council, CAO and other Department Directors on financial matters.
- Ensure the Municipality's financial management practices comply with provincial, federal and Generally Accepted Accounting Principles (GAAP) requirements.

- Coordinate and prepare all working documents, information and statements required for the Municipality's annual external audit.
- Coordinate, analyze and prepare timely interim financial reports and year-end forecasts for the information of the CAO, Departments, and Council.
- Ensure that all external reports to provincial and federal governments are prepared and submitted on time.
- Prepare the annual operating budget for presentation and approval by Council.
- Communicate approved budgets to staff, the public and other levels of government.

Desired qualifications:

What are we looking for?

Education:

- Bachelor's degree in accounting, finance, business administration or a related field.

Experience and qualifications:

- Minimum five (5) years of experience in accounting or financial administration.
- Experience in municipal administration preferred.
- Supervisory experience.
- Ability to communicate effectively in French and English, both orally and in writing.
- Strong analytical and problem-solving skills.
- Attention to detail and organizational skills.
- Knowledge of accounting software and *Microsoft Office* suite.
- Strong interpersonal and leadership skills.
- Ability to present and explain financial information to a variety of audiences.

Assets :

- Previous experience with TownSuite software.
- Chartered Professional Accountant (CPA) designation.
- WHMIS certificate
- First aid certificate

Compensation and benefits:

What's in it for you?

- The annual salary range for this position is \$88,018 to \$98,915.

- New employees are entitled to two weeks (10 working days) of vacation during their first two years of service. From their third year of service, employees are entitled to an additional week (15 working days) of vacation. Vacation entitlement increases thereafter in accordance with the Municipality's Human Resources Policy Manual.
- Attractive pension plan with matching employer contributions.
- Comprehensive group insurance plan with medical, dental, long-term disability, critical illness, accidental death and dismemberment benefits.
- Overtime can be presented as paid leave.
- Opportunities for training and personal development.
- An excellent team of colleagues and a good work-life balance.

Closing date and applications:

Please submit your resume and cover letter **by 4:00 p.m. on Friday, October 4, 2024**, to the undersigned.

In person to: Stéphane Cyr, Chief Administrative Officer
1185 Highway 1
Little Brook, N.S.
B0W 1M0

By e-mail to: Stéphane Cyr at cao@munclare.ca

A copy of the job description may be requested from the CAO.

The Municipality of Clare is committed to diversity, equity and inclusion in its workplace and hiring practices. We are an equal opportunity employer. If you require accommodations during the application or hiring process, please contact cao@munclare.ca. Requests for accommodation will be treated confidentially.

We thank all applicants, but only those selected for an interview will be contacted.