



COUNTY of ANNAPOLIS
NATURALLY ROOTED

Employment Opportunity

Finance Coordinator

12 Month Temporary Full-time – Pay Level 5 (\$68,086 - \$85,893)

The County of Annapolis is currently seeking a Finance Coordinator to join our Financial Services team! This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

Finance Coordinator shall be responsible for completion of monthly bank reconciliations, creating, maintaining, and distributing work orders for various capital projects, providing daily support, leadership, coaching and mentoring to all finance staff that they interact with, assisting with the development and preparation of internal control policies and processes, maintains the Municipality's tangible capital asset ledger, supports accounts payable functions, prepares a policy for the calculation of the annual valuation allowance, prepares the Municipality's required Annual Expenditure Return and Capital Investment Plan, allocates interest earned to various accounts and reserves, provides documentation and support for water rate studies, annually calculates and prepares budget estimates and proposed rates for hydrant fees and sewer rates, cooperates fully with Municipal Auditor, prepares reports for Audit Committee, and other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Qualifications:

Candidates for this position must possess as a minimum, an undergraduate degree in commerce, business administration, accounting, finance, or a related field with a focus in accounting, and have a professional accounting designation or be working towards one. Employee must have a strong understanding of municipal finance and accounting plus two to five years of related experience, with preference given to those whose experience is directly or indirectly working with a municipal government organization, municipal auditing, or a combination of formal experience and lived experiences.

A complete Job description can be found on our website: www.AnnapolisCounty.ca

This employment competition will close on January 19, 2025 at 4:00PM

Kate McLean, Human Resources Coordinator

(902) 532-0890

Email: employment@annapoliscounty.ca

Municipality of the County of Annapolis

PO Box 100 (752 St. George St)

Annapolis Royal, NS B0S 1A0

Applications will not be accepted via Social Media (Facebook)

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

www.AnnapolisCounty.ca

