



EMPLOYMENT OPPORTUNITY



FINANCE MANAGER

The County of Vermilion River is seeking a highly motivated person to join our team as **Finance Manager**. Key qualifications include a degree in Accounting or related field (CPA designation is preferred), along with 3 years financial management experience in a municipal organization. The Finance Manager will manage the County's financial operations reporting to the Director of Corporate Services. Experience in municipal legislation, public policy and/or public administration is preferred. You should be passionate about the public sector and have a strong desire to positively influence public finance. Knowledge and experience with Diamond and WorkTech systems is an asset. The position requires excellent verbal & written communication skills, strong leadership skills, time management skills, and strong interpersonal skills. You should be adept at working on various projects and managing various responsibilities and projects at once. You must be able to work independently/with minimal supervision, but enjoy collaborating and learning with colleagues and peers.

Key components of the position include, but not limited to:

- Meet all Statutory duties and requirements as set out in the MGA
- Audit – Lead the annual audit cycle; preparation of working papers, journal entries, lead sheets, year end reports, and financial statements; Debentures, Reserves, Deferrals, Accruals, etc.
- Compilation of operational and capital budgets
- Preparation of monthly financial statements
- Public Works Financial reporting
- Tangible Capital Assets
- Manage A/P, A/R, Utility billings, and cash receipt functions
- Analysis & forecasting of operations, purchases, trends, revenue sources, etc.
- Management of finance staff

A competitive salary and comprehensive municipal benefits package is available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. Position will be open until a suitable candidate is found.

Applications clearly marked: **"CONFIDENTIAL – Finance Manager"** can be submitted

to: **Human Resources Manager, County of Vermilion River**

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www.vermilion-river.com



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