



**Corporation of the Municipality of The Nation**

**JOB POSTING**

**TITLE:** Director of Finance (Succession to the Treasurer's position)

**DEPARTMENT:** Finance Department

**SUPERVISOR:** Treasurer

**COMPENSATION:** Level 10 /Salary grid \$45.02 to 50.95\$; 40 hours per week

**SUMMARY OF DUTIES**

Under the supervision of the Treasurer, the Director of Finance manages, directs, coordinates, and assists in the administration and supervision of all operations of the Finance Department using computerized accounting and financial systems in accordance with provincial legislation, generally accepted accounting principles and municipal by-laws.

**SKILLS AND EXPERIENCE**

- Have a university degree in accounting;
- A minimum of eight to twelve years (8 to 12 ) years' experience in a similar position or in the field of public administration and financial statement preparation;
- Experience with the Asyst financial program and City Wide real estate management software.
- Thorough knowledge and understanding of the Municipal Act, other legislation, regulations and accounting principles applicable to the department and the municipality;
- Training and experience in municipal finance, municipal administration and fund accounting;
- Membership or eligibility for membership in the Association of Accountants and Treasurers of Ontario;
- Ability to analyze financial matters, identify issues and problems and suggest solutions and recommendations for their resolution;
- Ability to communicate in English and French (oral and written);
- Ability and comfort in making public presentations on sometimes sensitive or confrontational topics (taxpayers);
- Demonstrate the ability to work under tight deadlines at times;
- Knowledge and skills in organizing, planning, developing and implementing financial procedures, policies and regulations;
- Knowledge and skill in management and administration to plan, direct and supervise departmental activities.

**The job description is available on the municipal website: [www.NationMun.ca](http://www.NationMun.ca).**

Applicants must submit their resume by 4:00 pm, August 13<sup>th</sup>, 2021 by email to Josée Brizard CAO-Clerk at [jbrizard@nationmun.ca](mailto:jbrizard@nationmun.ca).

**Equal Opportunity Employer**

At Nation Municipality, we value diversity in our workforce and encourage all qualified candidates to apply. We appreciate all responses and advise that only those candidates selected for an interview will be contacted.

**Please note that the masculine is used for generalization purposes.**