



## TOWN OF POUCH COVE

### Job Advertisement MANAGER OF FINANCE

#### About Pouch Cove

The beautiful Town of Pouch Cove is a coastline community of approximately 2,000 residents with the great fortune of being the “the first to see the sun” in North America. Our Vision, Mandate, and Values are built on the theme of “A Community Built for Everyone” by providing great municipal services with a focus on best practices and cost efficiency; promoting, supporting, and attracting the continued growth and expansion of residential and business development; and championing a rich and respectful culture of positive citizen engagement, community pride, and volunteer spirit.

#### The Position

The Town of Pouch Cove is currently seeking a talented and experienced full-time Manager of Finance within the Administrative Services Department. This is a permanent, non-bargaining unit position which reports directly to the Chief Administrative Officer. This position is accountable for the provision of financial services to the Town. This position will serve as backup ATIPP Coordinator for the Town. This position will also be expected to be part of various committees within the Town including the OHS Committee. **The individual selected must be able to commence employment no later than January 13, 2025 (no exceptions to start date will be considered).**

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of general accounting principles and practices
- Minimum five years' experience using accounting software applications
- Minimum five years' experience with payroll and payables
- Experience preparing and monitoring divisional budgets
- Experience preparing and presenting reports to council or executive
- Experience using Town Suite (asset)
- Experience in a municipal work environment (asset).
- Knowledge of various computer software such as Microsoft Office Suite.
- Skills in establishing and maintaining effective working relationships with town staff, Council and the public.

- A team player
- Excellent computer skills
- Excellent interpersonal skills
- Good organizational skills and communication skills
- Ability to deal with others in an effective, respectful and informative manner
- Ability to appropriately handle sensitive and confidential information
- Knowledge of the *Municipalities Act, 1999, Assessment Act, 2006, and the Access to Information and Protection of Privacy Act, 2015* (asset)
- Knowledge of Council policies (asset)

### **QUALIFICATIONS - EDUCATION AND EXPERIENCE**

Completion of a diploma/degree program in Office or Business Administration, Accounting, or another equivalent program of studies.

Specific skills and experience in the general area of accounting are essential.

Experience and understanding in the maintenance of a municipal assessment roll, or other certification or training in municipal administration would be considered definite assets.

Excellent verbal and written communications skills including the ability to effectively communicate with internal and external stakeholders. Ability to establish and maintain a professional effective working relationship with other departments, Town officials and the public.

Ability to work independently and as part of a team.

A valid Royal Newfoundland Constabulary Code of Conduct and Vulnerable Sector Check shall be required prior to an offer of employment.

### **Application Process**

Applications complete with a cover letter and resume can be emailed, in confidence, to Emily Wall, Town Clerk, at [emilywall@pouchcove.ca](mailto:emilywall@pouchcove.ca), no later than **Noon Thursday, December 19, 2024.**

We thank all applicants for their interest, however, only those candidates meeting or exceeding the requisite knowledge, skills, abilities and qualifications and being considered for an interview will be contacted.