



## CORPORATE SERVICES DEPARTMENT

### EMPLOYMENT OPPORTUNITY

### **Finance and Administration Manager**

The Town of Hay River is accepting applications for the position of Manager, Finance and Administration on a permanent, full-time basis.

#### **Job Summary:**

Reporting to the Director of Corporate Services, this position manages the daily operations and personnel of the Finance & Administration division. The operations include the functions of land and taxation, accounts receivable, accounts payable/payroll, customer service, records management and office administration. The Finance & Administration Manager also supports the Director of Corporate Services with regulatory and financial reporting.

#### **Desired Qualifications: (equivalencies will be considered)**

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

#### **Education and Experience:**

- Post-secondary degree in Finance, Accounting, Business Administration or an equivalent in a related field; and
- Five or more years of experience in Finance, Accounting, or related field.
- 2 or more years of supervisory experience in a financial setting; and
- A CPA (Certified Professional Accountant) designation would be an asset.

#### **Compensation:**

- Wage is between \$ 45.32 - \$59.75 per hour, depending on experience
- Travel allowance of \$500.00 per month is provided
- The Town of Hay River offers a comprehensive benefits package along with use of the Hay River Community Centre

#### **\*\*Successful applicants will require a satisfactory Criminal Records Check**

Interested applicants please include a detailed resume and cover letter, which can be submitted in person or by email. If you would like a copy of the job description, please contact the Human Resources Department at 867-874-6522 ext 236 or at the email following email - [humanresources@hayriver.com](mailto:humanresources@hayriver.com)

**This posting will be open until January 13, 2025, at 5:00 PM**