The Hamlet of Enterprise is seeking applications for the following position:

FULL TIME FINANCE MANAGER

Closing Date: Open until a suitable candidate is found

The Hamlet of Enterprise is seeking applications from dynamic individuals interested in the position of Finance Manager. The Finance Manager is responsible for maintaining financial, accounting, administrative and personnel services in order to meet legislative requirements and support municipal operations.

The Finance Manager reports to the Senior Administrative Officer and is responsible for preparing financial statements, maintaining cash controls, preparing the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations. The Finance Manager must work within the Financial Management Act, Municipal policies and procedures and in compliance with all Territorial Acts and Legislation.

The position requires the following skills and knowledge:

- computerized accounting programs
- accounts payable and accounts receivables
- payroll administration and reporting
- Employee Benefit administration
- office management skills
- preparation of financial statements
- preparation of financial reports
- PSAB accounting principles
- an understanding of relevant municipal legislation, policies and procedures
- an understanding of the northern cultural and political environment

Training opportunities will be available to the successful candidate.
Benefits after successful completion of probationary period.
Wage will be based on qualification and experience.

Salary would be between $80,000.00 to $ 100,000.00 with benefits. Benefits include Health & disability plus RSP Contribution of up to 8% of annual salary (if employee contributes to RSP).The Hamlet will also provide a Northern living allowance

Job descriptions are available upon request. Please submit your application or resume to:

Hamlet of Enterprise
Attn: Senior Administrative Officer
526 Robin Road
Enterprise, NT, X0E 0R1, Fax: 867-984-3400
Email: sao@enterprise-nt.ca