



TOWN OF FORT SMITH

EMPLOYMENT OPPORTUNITY

DIRECTOR, CORPORATE SERVICES

Reporting to the Senior Administrative Officer, the Director of Corporate Services is responsible for directing the Town's Finance, Administration and Human Resources. The Director ensures that these functions are able to respond to the present and future needs of the Town by establishing practical and workable organizational and reporting structures and clear and effective policies and procedures.

The Director has ultimate responsibility for the budgets of these functions and is responsible for overall development and control of departmental capital and operating budgets to ensure the delivery of accurate, timely and pertinent financial and management information.

The Director is responsible for accomplishing departmental goals and objectives within the guidelines established by the Town Council and in accordance with Federal and Territorial legislation.

The Director will assist the Senior Administrative Officer as needed and may be required to perform the duties of the Senior Administrative Officer in his/her absence from time to time.

- This position requires a comprehensive knowledge of municipal government particularly in the areas that are under the position's direction. It also requires demonstrated experience in the management of several diversified programs, services and functions.
- The incumbent must have advanced knowledge of generally accepted accounting principles, computerized accounting programs, preparation of financial reports, administration of employee benefits, payroll systems and reporting, office administration, and a working knowledge of relevant municipal legislation, policies and procedures.
- The incumbent must demonstrate strong communication and managerial skills.
- The incumbent must be able to demonstrate excellent leadership skills, interpersonal skills, analytical & problem-solving skills, team building skills and attention to detail and a high level of accuracy.
- The incumbent must have an understanding of the northern cultural and political environment.
- The incumbent must have proficient knowledge in human resource management, job descriptions, performance review methods and techniques, staff training, development and recognition and mentoring & coaching.

The competencies required for success in this position would normally be gained through a recognized university degree in a related field, a professional accounting designation (or advanced standing) and several years (minimum of 5 years) experience in the financial management of a municipality and/or senior financial management position.

Position of trust: Criminal Records Check is required upon hiring.

Salary & Benefits: Compensation package to include a competitive salary plus an annual Northern Allowance of \$7,947.26 and a comprehensive benefits package.

Posting Date: August 23, 2024

Closing Date: Open until Filled

Senior Administrative Officer
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