



## Town of Fort Smith

### Employment Opportunity:

### Director, Corporate Services

#### Discover Life in Fort Smith, NWT!

Nestled along the Slave River, **Fort Smith** is a welcoming northern community that offers a unique blend of adventure, natural beauty, and small-town charm. As the gateway to **Wood Buffalo National Park**, residents enjoy unparalleled access to breathtaking landscapes, world-class paddling, and endless outdoor activities, from hiking and fishing to northern lights viewing. Fort Smith boasts a strong sense of community, with vibrant cultural events, excellent recreational facilities, and a rich Indigenous heritage. With a lower cost of living compared to larger northern centers, modern amenities, and a warm, friendly atmosphere, Fort Smith is the perfect place to build a career, raise a family, or embrace a northern lifestyle.

The **Town of Fort Smith** is seeking a **Director of Corporate Services** to lead Finance, Administration, and Human Resources. Reporting to the **Senior Administrative Officer**, this senior leadership role ensures efficient financial management, organizational effectiveness, and strategic planning to meet the Town's evolving needs. The Director oversees departmental budgets, policy development, and compliance with municipal, territorial, and federal regulations. They will also support the **Senior Administrative Officer** and act in their absence when required.

#### Key Responsibilities:

- ✓ Oversee Finance, Administration, and Human Resources functions
- ✓ Develop and manage departmental capital and operating budgets
- ✓ Ensure compliance with municipal policies and government legislation
- ✓ Establish clear policies, procedures, and reporting structures
- ✓ Provide leadership in financial reporting, payroll, employee benefits, and office administration

#### Qualifications:


- ✓ Degree in a related field & professional accounting designation (or advanced standing)
- ✓ Minimum **5 years** of experience in municipal or senior financial management
- ✓ Strong leadership, communication, and problem-solving skills
- ✓ Advanced knowledge of accounting principles and financial reporting
- ✓ Understanding of northern governance, culture, and municipal operations


#### Compensation & Benefits:

✓ Competitive salary

✓ **Annual Northern Allowance: \$7,947.26**

✓ Comprehensive benefits and relocation package

 **Apply Today!** Position open until filled.

 Email: [recruitment@tsi-inc.ca](mailto:recruitment@tsi-inc.ca)