



EMPLOYMENT OPPORTUNITY

Town of Hay River, NT

Director of Corporate Services

Are you interested in an opportunity to work in a position that provides you with the chance to play a key role in assisting the Town of Hay River carry out its strategic plan?

The Director of Corporate Services is responsible for planning, directing and controlling the Town's corporate finances, administrative functions, customer service protocols, legal services, records management, information technologies, and human resources management, by following municipal policies and procedures in compliance with territorial and federal legislation.

QUALIFICATIONS:

Completion of a professional accounting designation (CA, CGA, CMA) from a recognized accounting program and/or a Bachelor of Public Administration or Bachelor of Business Administration / Commerce degree, and several years of related senior financial and administrative experience and supervisory experience, preferably in a municipal or other government sector. Equivalencies will be considered.

MAIN DUTIES & RESPONSIBILITIES:

1. Directs, monitors and oversees the activities of the Corporate Services Department.
2. Provides effective strategic financial, customer service, human resources, and administration planning and information to the SAO, senior management and at times, directly to Council.
3. Provides comptrollership functions in order to ensure accounting and financial reporting procedures are followed in accordance with legislation, policies, procedures and generally accepted accounting principles.
4. Oversees effective corporate human resources management to ensure human capital is maximized and related procedures are compliant with legislation, policy, and the collective agreement.
5. Oversees all corporate technology and electronic information systems and related functions.
6. Manages the municipal legal services contract(s) to ensure strong counsel is in place to reduce corporate liabilities and financial risks.
7. Manages the corporate records management procedures ensuring compliance with established legislation, bylaws, and policies and procedures.

KNOWLEDGE and SKILLS

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

- Knowledge of generally accepted accounting principles
- Knowledge of computerized accounting programs

- Knowledge of accounts payable/accounts receivable and preparation of financial statements
- Knowledge of preparation of financial reports
- Knowledge of administration of payroll
- Knowledge of recruitment, retention, and human capital development processes
- Knowledge of applicable bylaws, procedures, programs and regulatory knowledge
- Knowledge of office administration

*** This senior management position offers a comprehensive benefits package, pension plan, and travel allowance. The salary range is between \$126k - \$169K, depending on experience.**

Please submit a detailed resume and cover letter to the Town of Hay River indicating the position you are applying for in your cover letter.

For a job description on these positions, please look for our job opportunities page at www.hayriver.com

For additional information please contact:

**Human Resources Department
Town Office**

Phone: 867-874-6522

Email: humanresources@hayriver.com

The Town of Hay River

Hugging the shore of the Great Slave Lake, Hay River is the “Hub of the North” and also a hub of activity! Our small community of 3,500 residents boasts a large number of activities and events. Most recently, in 2024, Hay River won the grand prize of \$100,000 for being the most active community in Canada in the national event call the ParticipACTION Community Challenge.

The summer in Hay River is bustling with activity, anything from our Fisherman’s Wharf, which takes place every Saturday, to our annual Hay Day’s festival. Hay River also has beautiful beaches that rival some of the best in the Southern provinces and stretch for miles. If you’re interested in exploring the area, we have several different waterfalls that are only a 25 minute to 1.5 hour drive from town. This includes the Alexandra Falls, which is great for a picnic, Louise Falls where you can set up a camper, up the road to Mcnallie Creek and Lady Evelyn Falls (see The Waterfall Route <https://www.nwtparks.ca/explore/waterfalls-route>). The actual Hay River, which flows past the town and into the Great Slave Lake, is a prime spot for fishing, kayaking or just taking a nice boat ride. The Town of Hay River also showcases a 9-hole golf course, which turns into an excellent cross-country skiing area during the winter months.

During our winter months, spectacular northern lights dance across the sky! This time of year brings out the best in Hay River as we host a number of winter activities. Our annual Polar Pond Hockey tournament brings between 30 to 40 teams from across the territories, Alberta and British Columbia to compete in a weekend of fun out on the river ice. The area also hosts many other annual events; K’amba Winter Carnival, Cross-Country Ski Races, Figure Skating Ice Carnival, Santa Claus Parade, Midnight Madness and the Festival at the Forks New Year’s fireworks, to mention a few. Outside of our annual Winter events you can participate in snowmobiling, snowshoeing, cross country skiing, and ice fishing to keep active in the winter months.

Position open until filled.