



Fort Smith

NORTHWEST TERRITORIES

P.O. Box 147 • Northwest Territories • X0E 0P0

DIRECTOR OF CORPORATE SERVICES

TOWN OF FORT SMITH, NORTHWEST TERRITORIES

STATUS: FULL-TIME INDETERMINATE

CLOSING DATE: OPEN UNTIL FILLED

The Town of Fort Smith is seeking a forward-thinking municipal leader to serve as our next Director of Corporate Services. This is a unique opportunity to lead a vibrant northern community with strong cultural roots, abundant recreational amenities, and a dedicated workforce that delivers essential public services with pride.

ABOUT THE COMMUNITY

Reporting to the Senior Administrative Officer, the Director of Corporate Services is responsible for managing and directing the Town's Finance and Administration. 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 and responsible for accomplishing departmental goals and objectives within the guidelines established by the Town Council and in accordance with Federal and Territorial legislation.

ABOUT THE ROLE

The Director of Corporate Services provides strategic leadership and oversight for the Town's financial, administrative, and human resource operations. The position is responsible for developing and implementing policies, programs, and procedures to ensure compliance with financial legislation and alignment with the Town's goals and objectives. Key duties include managing Corporate Services staff, overseeing performance management, and ensuring efficient departmental operations.

The Director coordinates the preparation and administration of the Town's annual operating and capital budgets, monitors departmental expenditures, advises on cost-saving measures, and ensures effective use of financial resources. The role also oversees financial reporting, internal controls, audits, payroll, and compliance with legislation and funding agreements.



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QUALIFICATIONS

- Bachelor's university degree in a related field, a professional accounting designation (or advanced standing) and several years experience in financial management of a municipality, Government department, or Corporation and/or senior financial management position.
- 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.
- 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.
- Demonstrate strong communication and managerial skills.
- Demonstrate excellent leadership skills, interpersonal skills, analytical & problem-solving skills, team building skills, attention to detail and a high level of accuracy.
- Have a longing for the adventure of the North, the Northern Lights, bison, and the occasional Moose.
- A Criminal Record Check and Vulnerable Sector Check will be required prior to employment.

COMPENSATION AND BENEFITS

- Salary range: \$129,224.92 to \$162,452.47, based on experience and qualifications
- Northern Allowance paid in addition to base salary
- Comprehensive benefits including extended health, dental, vision, life insurance, and paid leave
- Employee Assistance Program
- Relocation allowance is available for the successful candidate

TO APPLY

Submit your resume and cover letter to [**executive.secretary@fortsmith.ca**](mailto:executive.secretary@fortsmith.ca)

For more information about the community, please visit www.fortsmith.ca.