



TOWN OF FORT SMITH

Job Opportunity

CORPORATE SERVICES SUPERVISOR (reposted)

Fulltime Indeterminate

Under the direct supervision of the Director of Corporate Services, the incumbent will be responsible for the supervision of accounts payable, accounts receivable, payroll and benefits, reception, and the direct supervision of the finance personnel.

The incumbent shall assist the Director of Corporate Services with budget preparation, year-end preparation, and the processing of financial reports. The Corporate Services Supervisor will also act in place of the Director of Corporate Services, as required.

The knowledge, skills and experience required to be successful in this role would normally be achieved through the following competencies:

- Working knowledge of generally accepted accounting principles, computerized accounting programs, preparation of financial statements, administration of payroll and taxation and insurance administration,
- Minimum of 5 years of related experience, preferably in a municipal government.
- Minimum of 3 years of supervisory experience in a finance environment.
- Excellent communication skills.
- A good understanding of Northern and political cultures.

Equivalencies may be considered.

This is a position of trust, and a clear criminal records check will be required.

Salary & Benefits: Pay range 25 (\$87,520.95 - \$104,675.07) plus Northern Allowance of \$7,947.26, group benefits and pension plan.

Closing Date: Open until filled

Complete Job Description available to interested candidates.

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