



Village of Fort Simpson

The Village of Fort Simpson is accepting applications for a

FINANCE MANAGER

The **Village of Fort Simpson** has an employment opportunity for a qualified Finance Manager (FM) with at least 5 years experience in the field of accounting and finance. The FM is a key member of the management team. The FM will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial related activities of the municipality. The FM is responsible for all the activities related to accounting, finance, forecasting, job costing and dealing with banking/financial institutions. The Finance Manager will assist the Senior Administrative Officer (SAO) on other related activities such as strategic planning, legal, property management, contract analysis and negotiations. The Finance Manager will report directly to the SAO, as well as the Mayor and Council.

The Successful applicant will possess (but not limited to) the following qualifications:

- A Post-Secondary degree in Business Administration, Accountancy or related equivalent (preferably working towards their CPA designation);
- A minimum of 5 years experience in the field of accounting and finance;
- Up to date knowledge of PSAB standards, and versed in accounting software applications, primarily Sage 50 Quantum;
- Demonstrated ability to meet performance standards;
- Excellent verbal, analytical, organizational and written skills.

A copy of the full job description can be obtained at the Village of Fort Simpson office, listed below.

This is an indefinite Full-Time Non-Unionized Management position. The candidate must supply a criminal records check and be bondable. The salary will be commensurate with the individual's qualification.

Closing date: **FRIDAY, MARCH 20, 2026, 05:00pm (mst)**

Applications will be accepted by fax, email, postal mail or at the Village Office. Please quote the position title and apply to:

Village of Fort Simpson
P.O. Box 438
Fort Simpson, NT X0E 0N0
Office: (867) 695-2253 Fax: (867) 695-2005
Email: mayor@fortsimpson.com

Only those selected for an interview will be contacted.