

EMPLOYMENT OPPORTUNITY

DEPARTMENT OF CORPORATE SERVICES

Finance Manager

Application Deadline: March 19th, 2024

Overview:

As part of the Corporate Services Department, the City of Humboldt is currently seeking to fill one (1) Temporary, Full-Time Finance Manager. This position is expected to last for a period of 1 year, and is generally responsible for the completeness and accuracy of the accounting procedures of the City of Humboldt.

As part of an initiative to build capacity within the City, the current Finance Manager has accepted a temporary alternate role within the Corporate Services Department and will be available to provide guidance and onboarding for the successful applicant of this posting.

Duties & Responsibilities

- Maintain control and accountability of the monthly Bank Reconciliation
- Guide other Corporate Services staff with account reconciliations for their work areas.
- Prepare financial and statistical reports required by Council, department heads and governmental departments or agencies.
- Prepare annual financial statements for the City, including processing year-end entries, reconciling accounts, and ensuring all policies have been adhered to.
- Assist in the preparation of the annual operating budget of the City.
- Maintain control and accountability for the General Ledger with regards to journal entries, journal posting of daily activities, adding of new ledger accounts and ensuring accuracy of all financial reports.

Qualifications:

- Post-secondary education in Accounting or Public Administration from a University, College, or Technical Institute.
- Proficiency in Computer Software
- Satisfactory Criminal Record Check

Compensation:

- This is an out-of-scope position with a salary range of \$71,292 - \$85,587 (2023 rates) based on level of qualifications and experience.
- Employees are eligible for the employer matched defined pension plan, and a comprehensive health and wellness plan.
- General work hours are Monday – Friday, 8:00 am to 4:30 pm with a 1-hour lunch.

Please submit your resumes to:

Morgan Duffley, HR Coordinator

hrcoordinator@humboldt.ca

Phone: 306-682-2525, Ext. 664