



## Manager of Finance

The Corporate Services Division of the City of Swift Current is looking for a qualified Manager of Finance to join our team of professionals in the Financial Services Department. Reporting to the Director of Financial Services, the Manager of Finance is a key member of the Finance Team and works collaboratively with all City divisions and departments.

This position is responsible for preparing, monitoring and maintaining corporate costing, budgeting, variance and forecasting analysis by collecting, analyzing and interpreting large volumes of data, investigating variances outside of tolerance thresholds, and providing financial recommendations to internal stakeholders.

The Manager of Finance participates in the continuous research, development, improvement and implementation of effective strategies, tools and guidelines based on applicable legislation, policy, industry standards and best practices. This position also assists in the preparation of the City's annual budget, in addition to participating in the annual external audit and financial statement preparation process.

This is a permanent, full-time position.

### **Essential Minimum Qualifications include:**

#### **Education, Designations and Certifications:**

- Bachelor's degree in commerce or business is preferred.
- Professional accounting designation, or nearing completion of a professional accounting designation.
- A combination of education and experience may be considered.
- Ability to become Safe Places – Community Certified, which includes the completion of Respect Group/Safe Sport online training and a Criminal Record Check.

#### **Experience:**

- Minimum of three (3) to five (5) years of experience in accounting, financial analysis, budgeting, forecasting, and financial statement preparation.
- Experience in change management processes and projects.
- Experience in a public sector environment, specifically municipal government, is preferred.

#### **Knowledge:**

- Demonstrated knowledge of accounting and auditing principles, as well as legislation, regulations, and standards governing accounting practices in the public sector.
- Working knowledge of federal and provincial acts, legislation, and regulations, specifically The Cities Act, Local Authority Freedom of Information and Protection of Privacy Act, Public Sector Accounting Standards, and other related legislation and standards.

- Knowledge and understanding of internal controls, policies, and procedures to safeguard information and ensure compliance with regulatory requirements.

**Skills:**

- Excellent interpersonal, organizational, and presentation skills, including excellent oral and written communication skills.
- Able to develop and implement long-term plans both independently and as part of a team.
- Flexible and able to manage workload, set priorities, and meet required deadlines, while contending with conflicting demands.
- Clear and concise interpretation of policies, procedures, and organizational structure to all levels of the organization.
- Analytical thinking, planning, prioritization, and implementation skills.
- Able to work safely by following established safety protocols and procedures.
- Strong computer application skills, specifically with Microsoft 365, Oracle Fusion Financials, and other related software.

**Attributes:**

- Critical thinker, able to see the bigger picture and act appropriately to produce measurable result.
- Excellent leadership abilities.
- Ability to engage employees and promote a supportive and productive work culture.
- Work and problem solve independently, as well as part of a team.
- A trusted and ethical leader with respect for all viewpoints, with the ability to motivate others, and articulate clear direction.
- Ability to treat all sensitive information in a confidential manner.
- Ability to act with professionalism and remain calm in stressful situations.

The City of Swift Current offers a competitive compensation package including a full employee benefit package. The annual salary range for this position is \$87,169.80 to \$106,055.40.

To apply, please submit a cover letter and resume along with three working references no later than 4:30 pm on Friday, February 14, 2025.

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*We wish to thank all candidates who apply,  
however, only those selected for interviews will be contacted.*