

ASSISTANT MANAGER OF FINANCE

NATURE OF WORK: This is a professional management position responsible for the delivery of a wide range of financial services including guidance, support, and assistance with the oversight of the Finance department. Reporting directly to the Manager of Finance, the Assistant Manager provides professional work of a highly technical nature in the areas of financial reporting, planning and analysis, revenue management, internal controls monitoring and supervision to ensure strong financial services are provided to support City operations.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Finance
- Works closely with all members of the Finance department.
- Provides direction to the Finance Department in the absence of the Manager of Finance.
- Works closely with Directors, departmental Managers, Supervisors, and all City Employees, to provide professional support for finance related functions.
- Relates to Council, through the Manager, or Chief Financial Officer, as well as through various standing committees as required.
- Develops and maintains relationships with service providers, external agencies such as the Canada Revenue Agency, federal and provincial government, auditors, banks, consultants with respect to financial reporting, funding and compliance issues.
- As a committed member of the leadership team for the City of Charlottetown, the Assistant Manager of Finance provides valuable input for strategic planning to assist the organization in meeting the goals of Council and acts as a positive role model for all employees throughout the organization in the provision of excellent service to support our staff.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Provides leadership and accountability in achieving the goals and objectives of the Finance department.

- Provides direction and leadership to the staff on a daily basis.
- Assists with the development, implementation, and approval of Finance policies and procedures.
- Assists department Managers and Employees with the interpretation and administration of Finance policies and procedures, providing guidance and clarification.
- Assists the Manager of Finance in the preparation of financial reports and statements, investments, reconciliations, analysis, statistics, budget monitoring and other reports as required.
- Assists in the preparation of analysis for credit facilities and cash management.
- Provides financial analysis as requested; analysis of monthly financial statements prior to submission for council packages and preparing adjustments as required.
- Supervises Finance main counter staff and ensures daily and monthly reconciliations (City and Utility) daily invoicing and payments/receipts are recorded correctly and on a timely basis and ensures billings are dispatched in a timely manner.
- Supervises all cash management including supervising bank download of daily electronic payments, supervises daily cash deposit and reconciliations to the financial system.
- Maintains a high level of customer service at the main counter at City Hall by ensuring adequate staffing and assisting staff as needed. Acts as the escalation level with regards to matters at the front counter area and related citizen concerns.
- Ensures cash and inventory counts (Utility) are carried out at year end, dispatches audit confirmations in a timely manner, prepares year end accounting and audit readiness working papers.
- Assists in the identification of changes in legislation that have financial implications for City Bylaws and internal policies and recommends changes to the Manager of Finance.
- Responsible for building an effective team and fostering a positive work culture, which may involve hiring, supervising, engaging, training, and development and performance management of Finance staff.
- Works with considerable freedom and exercises independent judgment in the performance of duties, guided by current policies and practices.
- Performs other related duties, responsibilities and functions as assigned.

REQUIRED COMPETENCIES:

- Strong working knowledge of Public Sector Accounting and reporting standards.
- Considerable knowledge of accounting methods, internal controls, and procedures.
- Patience, sound judgement, and excellent decision-making skills.
- A demonstrated ability to deal with sensitive or highly confidential financial matters with discretion and tact.

- Ability to manage relationships with external agencies, professional groups, and consultants on behalf of the City Corporation.
- Excellent interpersonal skills paired with the ability to form and maintain strong working relationships both externally on behalf of the organization and with staff and management.
- Advanced verbal and written communication skills with the ability to engage others.
- Excellent analytical and organizational skills and the ability to work as part of a team in a fast-paced environment.
- Considerable experience with internal controls, policy compliance and development.
- The ability to take a lead role in the absence of the Manager of Finance to support the Chief Finance Officer and council committees as required.
- Ability to work overtime and attend evening meetings or events on occasion.

REQUIRED QUALIFICATIONS:

- A Chartered Professional Accountant (CPA) designation.
- A minimum of 5 years professional experience in the development and delivery of Finance functions.
- A minimum of three (3) years of Supervisory experience.
- Experience with labour relations or work in a unionized environment is an asset.
- An equivalent combination of education and experience may be considered.

Salary Assigned: \$99,091 – \$116,578.22 annually as per the Management Non-Union Salary Grid.

How to Apply:

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca. Your application must be clearly marked “**Application for Assistant Manager of Finance**” and submitted by **August 28, 2025, at 4:00 PM**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4160.