



MANAGER OF FINANCE

NATURE OF WORK:

This is a professional management position responsible for overseeing the financial operations of the municipality, ensuring accurate financial reporting, resource management, compliance with regulations, and effective financial planning. The Manager of Finance will inspire, engage, support, and manage the Finance Department's team to deliver excellent financial services for all City operations. The Manager of Finance ensures staff and members of council receive accurate, timely and relevant financial information, analysis and advice to support decisions that best support the delivery of municipal programs and services.

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.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Director of Corporate Services/CFO.
- Leads and fosters capacity building of the Finance team through a working commitment to ongoing training, development, and continual process improvement.
- Directly advises other Department Heads and the Senior Leadership Team on financial matters.
- In collaboration with the Director of Finance/CFO advises Council and the Committees of Council on financial matters.
- In collaboration with the Manager of Asset Management, champions development of robust city-wide asset management practices.
- Develops and fosters relationships with various external government departments, agencies, auditors, banks, consultants, business groups, and community organizations.
- Promotes fairness, respect, equity, and inclusion through consistency, integrity, and professionalism.
- Role models excellence in customer service throughout the organization.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Implements and maintains effective financial policies, procedures, documentation, information systems, internal controls, and cyber security measures to manage risk, protect information, and promote business processes that are efficient, effective, and align with municipal strategic goals.
- In collaboration with other senior staff, develops and maintains bylaws, policies, and procedures necessary to support responsible financial management.
- Provides reliable, informative, and timely financial analysis, financial statements, and advice to Department Heads, Senior Leadership, Council and Standing Committees of Council, auditors, insurers, legal and financial institutions.
- Provides guidance to Department Heads and staff in preparing and managing operational and capital budgets and forecasts through planning, training, and providing timely reporting on planned to actual spending.
- Lead liaison with external auditors, ensuring timely preparation and submission of required reports, reconciliations and working papers that will ensure audited financial statements are completed within legislated deadlines.
- Provides oversight and control of all aspects of purchasing, procurement, payment processing, billing, collections, banking, financial assets, and borrowing instruments.
- Ensures recommendations in the external auditor's management letter are promptly and appropriately actioned.
- Tracks and oversees all infrastructure funding programs including claims processing, reporting and compliance.
- Builds an effective team and develops positive work relationships in a constructive culture including hiring, supervising, engaging, training, and developing the best staff for the department.
- Performs other such related duties, responsibilities and functions as may be assigned.

REQUIRED COMPETENCIES:

- Advanced verbal and written communication skills and the ability to engage others.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software.
- Excellent judgment and the ability to handle sensitive and confidential data and situations with tact, professionalism, and discretion.
- A creative and strategic thinker with the ability to work with detailed processes
- Advanced organizational and time management skills to meet frequent and aggressive deadlines.

- Knowledge of best practices in public sector financial administration including cyber security, internal control, and procedures.
- Ability to grasp concepts, methodologies, and approaches quickly and can develop and implement them effectively.
- In-depth knowledge of the principles, theories, practices, methods, terms, and techniques associated with municipal government accounting and financial systems.
- Ability to effectively plan, organize, and supervise work assignments of subordinate staff members.
- Ability to effectively and precisely communicate with strong writing, presentation, and listening skills that respectfully promote understanding and clarity.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviors associated with a constructive culture and a commitment to health, wellness, physical and psychological safety.
- Ability to establish, maintain and promote friendly, co-operative, and productive relationships with various City departments, staff, other government agencies, auditors, elected officials, and the public.
- Good analytical and critical systems thinking skills.
- A strong commitment to ongoing professional development, team building, equity, diversity, and inclusion.
- Ability to work overtime on occasion to accommodate evening meetings and events.

REQUIRED QUALIFICATIONS:

- Must have a degree in Commerce, Accounting, Business Administration, Public Administration, or other related discipline.
- Seven (7) years of progressive financial management experience in a large corporation, municipal or other public sector environment.
- Three (3) years of progressive supervisory experience, preferably in a unionized environment.
- Must be a member Chartered Professional Accountant (CPA) in good standing.
- Strong analytical, organizational, and communication skills, proficiency in financial software and MS suite.
- Experience working in a public sector environment is considered an asset.
- Experience and knowledge of Canadian Public Sector Accounting Standards is considered an asset.
- Experience in a municipal environment is considered an asset.
- An equivalent combination of education and experience may be considered.

Salary Assigned: \$107,211.04 – \$126,132.89 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 Manager of Finance**” and submitted by **October 30, 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 902-629-4135.