



## Finance Supervisor

Full-Time Out of Scope

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the City's 250 full and part-time employees. Its relative size allows for a flexible municipal government while reducing red tape for a fast, friendly business development.

The Finance Supervisor holds accountability of the City's accounts payable, cash and long-term debt functions. Works with multiple departments to ensure compliance with financial and legal requirements, responsibilities, and obligations. Responsible for supervising performance and maintenance of the financial activities of the City with responsibility for the day-to-day activities of the accounts payable and cashier staff.

### Roles and Responsibilities

- Prepare monthly and annual reconciliations for long-term debts
- Monitor budgeted and actual expenditures and revenues on an ongoing basis
- Maintain Accounts Payables, including purchase order control and payment processing
- Provide supervision of staff through effective communications, coaching, counselling and mentoring with a goal towards continuous improvement
- Prepare bank and month-end reconciliations, charity receipts, quarterly financial statements and other periodic reports
- Prepare GST return and Public Accounts

### Qualifications

- Experience in public sector accounting.
- Four (4) year University Degree in Business, Commerce or related discipline
- Attainment of a Chartered Professional Accountant designation (CPA) or willingness to obtain a Chartered Professional Accountant designation is required
- Minimum two (2) years performing a full accounting cycle including one (1) year supervisory/leadership experience.
- Ability to obtain and maintain a criminal records check and credit check suitable to the employer
- Proven progressive record of leadership
- Ability to problem solve, motivate, coach, train and supervise staff.
- Computer proficiency utilizing Microsoft Office Suite (Excel, Outlook, PowerPoint, Word).

**To view the comprehensive job description please contact HR at [hr@cityofnb.ca](mailto:hr@cityofnb.ca)**

Competition Number: FIN001

Salary: \$84,126 to \$104,836 (2026 OOS Wage Band)

Hours of Work: Monday to Friday 8:00 am to 5:00 pm (40 Hours per Week)

Posting Closing Date: August 12, 2026 at 4:30pm or until successful candidate is found

### Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

[hr@cityofnb.ca](mailto:hr@cityofnb.ca)

City of North Battleford  
1291 101<sup>st</sup> Street  
P.O. Box 460  
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700  
Fax: 306 445-0411

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the *Saskatchewan Human Rights Code*, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

[www.cityofnb.ca](http://www.cityofnb.ca)



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