

Position Title:	Manager of Accounting	Competition No:	2026-55
Department:	Finance	Close Date:	September 22, 2026, at 4:00 p.m
Category:	External – This position is excluded from the Collective Agreement and is open to all applicants.		

Position Details:

Employment Type: Full-Time, Permanent, Non-Union

Salary Range: \$107,499 to \$121,062

Hours of Work: 40 hours per week

About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

Under the direction of the Director of Finance, the Manager of Accounting is responsible for overseeing the effective and efficient delivery of the accounting operations, financial reporting, internal controls & compliance, and treasury services for the City.

Job Duties:

1. Leadership & Employee Development

- In consultation with the Director, establish annual goals and objectives for the division.
- Supports an environment that encourages creative thinking and innovation; stimulates others to learn; and inspires others to perform to their highest potential.
- Manages appropriate succession planning and works with Human Resources division to support training plans to ensure employees are competent and qualified to perform their duties through performance evaluations and ongoing checkpoint meetings.
- Influences and inspires others to achieve goals and objectives.
- Leads others in adapting to innovative work environments and ensures awareness of department initiatives, decisions, committees, policies, etc., is communicated.
- Communicates and guides others to understand delivery of effective services and achievement of objectives.
- Promotes productive employee relations while guiding and coaching employees.
- Demonstrates a commitment to the organization by actively participating in committees, programs, and organizational initiatives.

Direct, administer and monitor all work assignments, equipment, and inventory supplies within the division, including the maintenance of records of daily time, preparation of time for payroll to ensure the efficient and effective provision of services to other departments

and divisions.

2. Administrative Management

- Participate in the hiring process for personnel and onboarding within the division as per the City's hiring policy.
- Participate as a member of the departmental management team. Responsible for the division's committee meeting agendas and attending meetings as required.
- Prepare reports, processes, and procedures for accomplishing approved objectives including the development of methods, standards, scheduling, and reporting systems for the effective delivery of services by the division.
- Development, implementation, application, and review of policies, in accordance with the City's Policy System policy, and objectives related to department and division initiatives.
- Responsible for providing strategic advice to management and attending management meetings, as required.

3. Financial Management

- Responsible for the timely delivery of the day to day, monthly, and cyclical accounting operations, such as cash receipting, receivables, payables, assessment, taxation, account reconciliation, financial reporting and analysis, regulatory and statutory reports, and utilities.
- With a strong knowledge of accounting and internal financial controls, ensure the financial software system is effectively utilized and processes are in place and documented to support and allow for producing monthly financial reports.
- Responsible for the provision of accurate, user-friendly, reliable, timely financial reporting and analytics for the City's general operating fund, utility operating fund, and capital fund to provide insights into the City's delivery of services.
- Research, develop, and implement meaningful policies, procedures, and workflow documents for the efficient and effective delivery of financial services.
- Analyze, interpret, and summarize financial information for the purpose of presenting and supporting strategic, service, and financial decision making for senior management and the CAO.
- Ensure the City's compliance with all outside regulatory authorities relating to financial matters and taxation.
- Plan and deliver the City's annual consolidated financial statements within established deadlines, in accordance with General Accepted Accounting Principles and Public Sector Accounting Standards.
- Ensure the completion of the interim and final audit within established deadlines.
- Establish and monitor internal controls to effectively safeguard the City's assets.
- Lead the City's annual Tax Sale and Board Revision public processes in accordance with the Municipal Act.
- Direct work assignments of contractors hired within the division and monitor completion of all assignments as per the contract documents.

4. Financial Planning

- Plan and manage the overall preparation, co-ordination and related analysis of City's budget, financial plan, long-term financial planning, and related presentations based on corporate directives and deadlines.

- Provide guidance and mentorship on financial matters to the City's management and staff with the preparation of their departmental budgets and tactical items.
- Oversee all aspects of the preparation, issuance, monitoring, and redemption of the City's debt instruments.
- Oversee all aspects of the preparation and implementation of the City's Utility Rate Application to the Public Utilities Board.
- Oversee the development and maintenance of cash flow forecasts to predict funds availability for long term debt and investments.
- Develop and implement prudent investment and cash management strategies to maximize returns while ensuring adequate liquidity for operational requirements.
- Assist the Director of Finance in the implementation of the City's financial management blueprint.

5. Exceptional Citizen Service

- Improve processes or procedures that enhance the citizen experience, reduce costs and/or delays to citizens to improve the City's effectiveness and efficiencies.
- Proactively lead the financial services team in identifying information opportunities from within the finance department to build on the City information databases to respond to or have information available to the public through various means of communication.
- Ensure the efficient and effective provision of services to internal and external stakeholders.
- Provide a vibrant, safe, and healthy community, by researching all matters impacting upon the provision of services and to assist in the preparation of long range and short-term planning.
- Respond to all inquiries from Senior Management.
- Work co-operatively with all City departments and personnel to support corporate initiatives.
- Effectively collaborate with the Citizen Engagement team to communicate the objectives of the division.

6. Safety and Emergency Management

- Ensure all safety procedures and respectful workplace standards are followed by all personnel throughout the division.
- Provide support services within the City of Selkirk Emergency Plan.

7. Capital Asset Management Program

- Understand and comply with the City's Capital Asset Management policies.
- Support the development and delivery of the City's Capital Asset Management Program by providing professional advice and undertaking related tasks as needed.

8. Climate Action and Environmental Stewardship

- Support the assessment and reassessment of the City's practices, identifying opportunities for optimization, improvement, and innovation all towards the goal of reducing the City's environmental footprint.

9. Perform Acting Director responsibilities as required from time to time.

10. Perform other related duties as assigned.

Specifications:

1. Skills, Knowledge, and Abilities

Minimum qualifications shall include:

- Chartered Professional Accountant (CPA) designation in good standing
 - University degree in Accounting, Business Administration, Commerce, Finance, or College diploma in Business Administration – Accounting.
 - A minimum of five (5) years' experience in a financial management role that is responsible for the day-to-day accounting operations, budgeting, long-term financial planning, financial reporting and analysis, policy and procedure creation, business planning, and audited financial statements.
 - Manitoba Municipal Administrator member in good standing.
 - In-depth knowledge of the Public Sector Accounting Standards and Generally Accepted Accounting Principles and lead the implementation of new or emerging accounting standards.
 - Strong knowledge of regulatory compliance with GST and PST taxation.
 - Considerable experience in day-to-day leadership, coaching, mentorship, motivating, and training assigned staff, and performance evaluation.
 - An engaged resourceful leader, innovative problem solver, strategic and 'big picture' thinker who seeks to make meaningful and direct positive impacts in our community using their financial expertise.
 - Strong time management and planning skills to prioritize multiple tasks for both the short and long term not only yourself but for your team to meet tight deadlines.
 - A quick learning individual with superior organizational skills, detail-oriented and focused on accuracy.
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- Must demonstrate a strong proficiency in Microsoft Excel by using its functionality to the fullest for data mining, analysis, and reporting.
 - Proficient in using Microsoft Office programs specifically Outlook, Word, and PowerPoint as well as strong research skills on the internet.
 - Demonstrated ability to identify financial information needs of the organization and to integrate this into financial reporting software and Enterprise Resource Planning (ERP) software for supporting strategic, service, and long-term financial decision making.
 - Ability to capture and translate technical financial matters and analysis into meaningful and understandable ways for non-financial audience.
 - Excellent communication skills both orally and in writing. This includes the ability to understand and deliver written and verbal instructions.
 - Excellent relationship building skills in working with a variety of internal and external stakeholders.
 - Ability to recognize opportunities and the desire to simplify workflow processes and create efficiencies.
 - Ability to respond appropriately in pressure situations with a calm and steady demeanor.

Desired qualifications:

- Supervisory experience in a unionized setting.
- Proven financial leadership experience in a local government environment, with a solid understanding of municipal operations and administrative functions.
- Training or experience in leading or participating in business transformation, change management, and ERP implementation activities within a complex organization.
- A working knowledge of The Municipal Act.
- Certification in Asset Management
- Experience with municipal financial software and asset management systems.
- Successful completion of the Manitoba Municipal Administrators Certification (CMMA) program.

Apply:

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

Comments:

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.