



Manager of Finance and Procurement

Management Position

Permanent Full-Time

Date Posted: February 10, 2025

Description of Work

Reporting to the Chief Administrative Officer, the Manager of Finance and Procurement is a senior management position that is accountable for the provision of financial services for the Town, and responsible for ensuring the compliance of the Public Procurement Act.

Qualifications and Experience:

- Completion of a Business or Commerce degree, with an accounting major, supplemented by relevant work experience (preferably in a municipal environment)
- Five years' financial management and accounting experience.
- Knowledge and experience dealing with the Public Procurement Act 2016
- Knowledge of ATIPP procedures is an asset.
- Knowledge of various computer software such as Microsoft Office
- Experience with computerized accounting systems is an asset
- Equivalent education and experience will be considered.

Skills:

- Budget preparations, financial and administrative skills.
- Knowledge of work practices and methods applicable to a municipal setting.

- Extensive knowledge of general accounting principles and practices.
- Experience using TownSuite (Asset)
- Experience preparing and presenting reports to Council
- Good organizational and communication skills
- Knowledge of the *Town and Local Service Districts Act 2025*
- Knowledge of Provincial Procurement Act
- Ability to deal with others in an effective, respectful and informative manner.
- Knowledge of financial management and recording.
- Ability to multi-task and work within time limits.
- Excellent computer skills
- Exceptional written and verbal communications skills
- Ability to work independently with little supervision

The successful applicant must provide a copy of official educational documents confirming education requirements, three employment references, a Certificate of Conduct, Vulnerable Sector Check and Drivers Abstract prior to commencement.

COMPENSATION: Salary Commensurate with Qualifications and Experience

COMPETITION: Bay Roberts -24-4

CLOSING DATE: February 21, 2025

SUBMIT TO: Dave Tibbo, Chief Administrative Officer davetibbo@bayroberts.com

The Town of Bay Roberts is an equal opportunity employer. Please note that only those selected for an interview will be contacted. Thanks for taking the time and interest in applying.