

RURAL MUNICIPALITY OF DE SALABERRY

Employment Opportunity – Finance Officer Bilingual



The Rural Municipality of De Salaberry invites applications for the position of Finance Officer. This is a permanent full-time position (35 hours/week). De Salaberry is a designated bilingual community and as such fluency in both French and English is a requirement for this position.

Job Summary:

Reporting to the Chief Administrative Officer, the Finance Officer will direct the overall operation of the financial matters for the municipality. This includes, but is not limited to, managing bank accounts, deposits, transfers, property taxes, general ledger, journal entries, payroll, payables, receivables, financial reporting, maintain and analyze the capital asset records in accordance with the Public Sector Accounting Board Standards for Tangible Capital Assets, maintaining files and records for same, supervision and direction of office staff when required, assisting the general public when required. The ideal candidate should be familiar with audits, invoicing and budget preparations and have excellent organizational skills and be able to handle time-sensitive tasks.

Qualifications:

- Preference will be given to candidates with an accounting designation (CPA) or a business degree majoring in accounting.
- A minimum of five years related experience.
- Municipal or related accounting/financial/auditing experience would be an asset.
- Have or willing to obtain the CMMA (Certificate in Manitoba Municipal Administration) designation.
- Thorough knowledge of financial planning.
- Strong working knowledge of computerized accounting systems.
- Advanced skills in all Microsoft Office applications (Excel, PowerPoint, Word), email and internet.
- Experience using financial software.
- Excellent communications skills (written and oral) in both French and English.
- Excellent analytical, organizational and problem-solving skills.
- Strong time management skills.
- Strong ethics, with an ability to manage confidential data.
- Ability to work in a small office environment.
- Ability to work well with the general public.

The Rural Municipality of De Salaberry offers a competitive salary with a comprehensive benefits package.

The position shall remain open until filled. Applications will be reviewed as they are received.

Please submit your resume including references in confidence to:

Apply to:

RM of De Salaberry

Box 40

St. Pierre-Jolys, Manitoba R0Z 1V0

Email: cao@rmdesalaberry.mb.ca

The RM of De Salaberry thanks all applicants for their interest in this position, however, only those individuals considered for an interview will be contacted.