



Employment Opportunity

Finance Officer

The Finance Officer under the direction of the Chief Administrative officer provides and assists with the financial functions of the municipality, preparing payroll and maintaining all related records, and performing accounts payable and accounts receivable functions.

Qualifications: please submit your resume clearly demonstrating how you meet the following qualifications:

Education & Experience:

- Completion of Secondary School along with successful completion of an accounting program; or
- A minimum 3 years' experience in each of the following accounting processes: payroll, accounts receivable, accounts payable, general ledger entries and account reconciliations
- Experience in a municipal or local government setting would be an asset

Specific Skills:

- Administer and monitor the financial system in order to ensure that municipal finances are maintained in an accurate & timely manner
- Maintain the accounts payable and receivable systems in order to ensure complete and accurate records of all moneys
- Administer employee files and records in order to ensure accurate payment of benefits and allowances
- Administer the bi-weekly payroll in order to ensure that employees are paid in an accurate and timely manner
- Knowledge of GAPP and PSAB;
- Proficient with municipal financial accounting software, knowledge of Sage Simply Accounting would be an asset;
- Intermediate knowledge of excel;
- Ability to analyze financial information while maintaining a high degree of accuracy and attention to detail;
- Ability to plan, prioritize and communicate effectively;
- Experience in conflict resolution and problem solving
- Ensuring financial funding reporting to external agencies is completed in a timely manner

Interpersonal Skills:

- Ability to work effectively as part of a team;
- Ability to provide guidance, advice and direction
- Excellent oral and written communication skills
- Ability to maintain and communicate the importance of strict confidentiality

Licenses, Certificates and Courses will be considered

Interested applicants are invited to submit by **4pm, October 29th, 2018**, their resume and cover letter electronically to the undersigned marked "Personal & Confidential"

The Village of Carmacks thanks all applicants for their interest, only applicants successfully screened in for interviews will be contacted.

A detailed job description is available upon request.

Send resumes via Email to:

Village of Carmacks, Attention: Tracy Thomas, Email: voccoa@northwestel.net