

THE CITY OF DAWSON

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www.cityofdawson.ca



EMPLOYMENT OPPORTUNITY CHIEF FINANCIAL OFFICER One Year Term Position

Reporting to the CAO, the Chief Financial Officer is accountable for the financial affairs of the City of Dawson. Being an officer of the municipality and manager of the finance department, this position is responsible for carrying out pertinent statutory requirements under the *Yukon Municipal Act*. This position develops, supervises and controls all financial systems and resources for the City of Dawson, including providing advice and support to departmental managers, the CAO, and Council. Further duties include managing and maintaining General Ledger accounts; managing AR, AP, payroll and bank reconciliations; directing year-end adjustments and creating financial statements; property tax and utility billing and collection; supervising budget preparation; managing investments, contracts and contribution agreements; conducting internal audits and coordinating annual external audit; and other related and assigned duties. For full job description, please see www.cityofdawson.ca.

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

Education and Skills:

- Post-secondary degree in accounting or finance from a recognized university;
- Professional accounting designation (CPA, CA, CGA, CMA);
- Experience with Public Sector Accounting (PSA);
- 5 years related experience in a municipal government setting in a supervisory or management position or an equivalent combination of education and experience;
- Knowledge of the responsibilities of local government under applicable Yukon legislation;
- Knowledge of Diamond/Great Plains software would be an asset.

Specific Skills:

- Managing the accounts, budgets and financial control activities to meet the information needs of management, government, and statutory bodies;
- Managing the annual Financial Statement preparation, audit, asset recording and control;
- Preparing annual operating and long-term capital financial plans for CAO and Council approval;
- Ensuring that management reports and other financial data are readily available on an accurate, concise, and up-to-date basis;
- Oversight for all payroll, accounts receivable and payable services and the corporate personnel group benefits program;
- Preparation and submission of bylaws of direct responsibility including but not limited to those associated with budgets, borrowing, financial plans, taxation, and other financial matters;

Interpersonal:

- Ability to provide strong leadership;
- Ability to work effectively as part of a team;
- Ability to make decisions and meet critical deadlines;
- Ability to provide guidance, advice and direction at a senior level.

Salary & Benefits: This is a management position; therefore, salary and benefits shall be in accordance with the Management Bylaw which includes a salary range of **\$88,267 - \$105,727** plus benefits.

Interested applicants are invited to submit their resume and cover letter electronically to the undersigned marked "Personal and Confidential" by **12:00 pm PDST November 1, 2017**.

The City of Dawson thanks all applicants for their interest. Only those applicants that qualify for an interview will be contacted.

Send Resumes via Email to: cao@cityofdawson.ca