



EMPLOYMENT OPPORTUNITY FINANCE MANAGER

The District of Carleton North was created through the Province's Municipal Reform and is effective January 1, 2023. It includes the same areas that form the Carleton North high school catchment, and that has brought the communities together for the past 45 years. Just like Carleton North High School, the new District of Carleton North will serve and support this entire region on local government matters.

The Finance Manager will work within the finance department to help maintain accounting records and other financial affairs of the district. The incumbent will be responsible for work related to asset management, financial analysis, assistance with annual budget preparation and other accounting functions.

Main Duties:

- Assistance with regular accounting functions including accounts payable, accounts receivable, infrastructure claims and reports, capital contribution accounting, payroll, bank reconciliation, tax rebate claims and other accounting functions as assigned.
- Assistance to the Director includes budgeting, preparation of working paper files, preparing financial reports, and filling in for the Director in her absence.
- Assistance to the Director in any treasurer-related duties for the council.
- Assistance in covering reception duties when required.

Qualifications:

- Completion of a post-secondary degree or certificate in Accounting or Business Administration
- 3-5 years of accounting experience, with a preference for municipal finance experience.
- An equivalent combination of education and experience may be considered.

The complete job description can be seen at www.carletonnorth.com under the heading Job Opportunities.

Please include a cover letter with your resume. Application deadline is March 1st, 2023. Only those selected for an interview will be contacted.

Resumes may be e-mailed to lesley.mcbride@carletonnorth.com.