

Town Treasurer

Town of Quispamsis



The Opportunity

Reporting to the Chief Administrative Officer and as a member of the Senior Management Team, the Town Treasurer will play an important role in the leadership of the overall business of the Town. The Treasurer is responsible for the administrative, financial and risk management of the Town, as well as providing strategic and operations advice to council, the Chief Administrative Officer and other senior leaders.

The Town Treasurer is appointed by and accountable to Council under Section 71(1) of the Local Governance Act. The Treasurer acts as an advisor to common council and its committees on all matters related to finance and accounting.

Key Responsibilities

- Align the Town of Quispamsis' financial objectives and controls with the strategic objectives set out by Council through providing leadership and insight into industry best practices surrounding financial management and reporting.
- Facilitate the achievement of financial objectives and business decisions by providing reliable financial advice, strategic accurate analysis, and good judgment while making sound recommendations to council, senior management, and committees.
- Development and oversight of financial processes and internal controls necessary to ensure efficient operations of the Finance Department and meeting regulatory requirements.
- Accountable for the financial and risk management of the Town
- Responsible for the preparation and consolidation of annual budgets and financial statements.
- Key driver in change and innovation who inspires and enables departments to realign business processes to support the delivery of effective programs and services.
- Manage, motivate and coach a team of 6 direct reports responsible for the administrative and financial support of the Town, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation in others.

Essential Qualifications:

- Professional Accounting Designation (CPA) with a University degree in Business Administration, Economics, Public Administration or related discipline
- Minimum of 10 years progressive relevant experience including 5 years in a management role
- Experience and demonstrated ability to enhance/modernize financial systems and processes to provide timely and effective financial services.
- Excellent communication, presentation skills and ability to convey financial information to the leadership team and Council in a clear concise manner.
- Big picture thinker who is comfortable working at both strategic and tactical level

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- Ability to promote and foster effective teamwork and establish excellence in customer service-oriented environment
- Strong relationship building skills, ability to work with internal and external stakeholders
- Knowledge of municipal financial administration and accounting principles and practices would be an asset

The Town of Quispamsis

There Is No Other, evokes the uniqueness of the town's name and the pride of its 18,000 residents who call it home. This picturesque suburban community is located in southwestern New Brunswick, 22 kilometers northeast of the City of Saint John. Quispamsis is a progressive, vibrant community with many attractive residential opportunities for all types of family units. Abundant recreational areas, quality schools, places of worship, retail and professional services are all within the Kennebecasis Valley. Our vision "A forward-thinking community where families enjoy a safe, friendly and active lifestyle surrounded by a beautiful, natural environment."

Applications

Applications will only be accepted through our online application system until March 12, 2018 at 4:30pm. Qualified applicants should submit their cover letters and resumes to:

Human Resources Department
Town of Quispamsis
Competition number: 2018-01

When applying online, please submit your cover letter and resume together as one document.

To apply online, please visit:

[LINK](#)

The Town of Quispamsis is an equal opportunity employer. Only those applicants being considered further will be contacted.