

# Employment Opportunity: Manager of Accounting & Financial Services



Wolfville has an immediate opportunity for a Manager of Accounting & Financial Services to join the team. The successful candidate will be reporting to the Director of Finance and Corporate Services and responsible for overseeing the municipality's financial operations, including budgeting, accounting, financial reporting, and compliance, while managing staff of three employees and providing financial expertise to the municipality.

Core Expectations of this role include managing payroll functions, overseeing group benefits, monthly subledger reconciliation to general ledger, grant reporting, and providing support to the Director in preparation of monthly variance reports, annual budgets, assist with water rate study, tax sale process and yearend financial statements.

The successful candidate will have at least 5 years' practical experience and should have a related university or community college business degree; accounting designation is desirable. They should be comfortable working with others and self-motivated when working alone. Computer literacy utilizing financial software and Microsoft 365 is required. Experience in Microsoft GP/ Diamond Municipal Financial Software, including payroll module, is an asset. Familiarity with electronic document management systems and intranet platforms are also an asset.

The position requires 35 hours per week and may occasionally require overtime.

Applications will be accepted up until **Friday, May 2, 2025 at 4:30 pm** and may be submitted by email to:

E-mail: [bcleveland@wolfville.ca](mailto:bcleveland@wolfville.ca)  
Subject line: Manager of Accounting and Financial Services

A full job description is available upon request. Salary based on experience and qualifications.

We thank all candidates for their interest; however, only those under consideration will be contacted.

***The Town of Wolfville is committed to providing a healthy, safe and supportive workplace where diversity is valued and where everyone is treated with respect and dignity.***

***The Town of Wolfville welcomes and encourages applications from Black, racialized and Indigenous Peoples, 2SLGBTQ+, newcomers to Canada, and People with Disabilities.***

***If you are a member of a group that has been historically excluded from opportunities, we encourage you to self-identify in your cover letter or resume and to share your pronouns.***

***If you require any accommodation to support submitting your application or navigating the process, or if you would like to start a conversation about employment opportunities, please reach out to the Manager of Administration & Town Clerk, Laura Morrison, [lmorrison@wolfville.ca](mailto:lmorrison@wolfville.ca)***

For more information on the Town of Wolfville visit our website at [www.wolfville.ca](http://www.wolfville.ca)

