

Employment Opportunity: Manager of Finance



Wolfville has an immediate opportunity for a Manager of Finance. The successful candidate will be reporting to the Director of Corporate Services and responsible for the Town's full payroll function, including benefits, pension, and WCB; and providing oversight of the Town's financial operations, including budgeting, accounting, financial reporting, and compliance.

Core Expectations of this role include administering the 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 related post-secondary education; Payroll Compliance Practitioner designation and/or Accounting Designation is desirable, or a willingness to obtain. 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 the 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 **Thursday September 11th at 4:30pm** please submit your resume with covering letter by email to:

E-mail: mflynn@wolfville.ca
Subject line: **Manager of Finance**

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 Accessibility Coordinator Barb Shaw at bshaw@wolfville.ca

For more information on the Town of Wolfville visit our website at www.wolfville.ca