

TOWN of PORT McNEILL



Finance Administrator

This is a one-year, term position with the possibility of extension. The Finance Administrator will report to the Chief Financial Officer. The ideal candidate is a dynamic self-driven individual, who has a high degree of professionalism and values the importance of working within a team. This person also has strong interpersonal and communication skills to support effective interactions within the team, as well as the public.

Responsibilities:

- Responsible for financial aspects including, but not limited to:
 - Accounts payable
 - Accounts receivable
 - Payroll
 - Journal entries
 - Monthly bank reconciliations
 - Government remittances such as GST and Worksafe reporting
- Respond to inquiries from the public regarding municipal finance matters
- Ability to use discretion when dealing with confidential and sensitive matters
- Prioritize conflicting demands
- Detail orientated and able to complete tasks in a timely manner
- Able to remain calm and professional when dealing with complaints

Requirements:

- Two – five years of finance experience
- Understanding of the Community Charter and Local Government Act

This is a full-time position, Monday to Friday, 8:30 am – 4:30 pm

Applications will be accepted until **3:00 pm, Friday April 21, 2023**

Please forward cover letter and resume to Brenda Johnson, CPA at reception@portmnceill.ca