



Charlottetown is the flourishing capital city with 35,000 residents located on the south shore of Prince Edward Island. The City of Charlottetown has the small town feel of a close-knit family oriented community with all of the conveniences and services of a large city. As a capital city, Charlottetown is the centre of activity, shopping, entertainment and investment in the province. We are currently accepting applications for the position of:

Controller

The City of Charlottetown is currently accepting applications for this vitally important role on our Finance team. Reporting to the Finance Manager, the Controller will be accountable for purchasing and the development and ongoing improvement of departmental policy. This position is also responsible for the internal audit function, sales tax interpretation, asset acquisition and disposal, financial project work, and supervision of department staff.

The successful applicant will possess:

- A professional accounting designation (CA, CGA, or CMA)
- A University degree in Commerce, Business Administration, Public Administration or other related undergraduate discipline
- A minimum of 5 years of experience in business or accounting using a computerized accounting system (a combination of experience and education may be considered)
- Strong negotiation skills and above average interpersonal skills
- Excellent record keeping skills and a proven ability to remain organized in a fast-paced environment

How to Apply:

A cover letter and resumé, along with references, may be emailed, faxed, mailed or delivered in a sealed envelope clearly marked “**Application for Controller, Finance Department**” and submitted by **12:00 Noon, Local Time, Monday, September 22, 2014** to:

**Human Resources Department
City of Charlottetown
PO Box 98 (199 Queen Street)
Charlottetown PE C1A 7K2**

**Facsimile: (902) 566-4701
Email: HR@charlottetown.ca**

*A detailed job posting is available at the Reception Desk, 2nd floor, City Hall and on the City's website: www.charlottetown.ca .
Only those applicants selected for an interview will be contacted.*