

Assistant Director of Finance

Competition #J0616-0550

The City of Prince Albert is located in the broad valley of the North Saskatchewan River near the geographic centre of the province of Saskatchewan where the agricultural prairie of the south and the rich forest belt of the north meet. Prince Albert is a major service centre and regional market area for 115,000+ people in central and northern Saskatchewan. The beauty of the area, access to lakes and parks minutes away, a friendly environment, a prosperous community with a diverse economy and a commitment to growth offers a balanced quality lifestyle.

The City of Prince Albert has an opportunity available for a motivated individual to manage the City's financial accounting and management systems, ensuring ongoing compliance with legislation, regulation and City policy in the recording and reporting of financial transactions.

Principle Duties & Responsibilities:

- Manage the preparation of annual financial statements and the audit of those financial statements.
- Manage the preparation of other required financial reports such as grant audits, PST audits, GST audits, and Public Accounts.
- Manage the preparation of monthly and custom financial reports for City Administration, City Council, or other stakeholders.
- Manage the processes used for the recording of financial information to ensure the information is recorded and stored in accordance with Generally Accepted Accounting Principles.
- Manage the budgeting process for all funds.
- Manage the department's continuous improvement process.
- Supervise, schedule and manage the performance of employees assigned to the work unit.

Qualifications (Education, Training, Experience)

Bachelor of Commerce degree or equivalent

Professional accounting designation (CPA)

5+ years progressive management experience in a large organizational environment.

Key Technical Skills and Abilities

- Thorough knowledge and understanding of accounting principles and legislation affecting the financial reporting process.
- Knowledge of bylaws, policies and procedures specific to the City of Prince Albert.
- Knowledge of current OH&S standards and regulations.
- Ability to use a variety of computer programs, including database, word processing, spreadsheet and presentation software.

To explore this opportunity in complete confidence, please apply online by Friday, July 15, 2016 at <http://citypa.ca/City-Hall/Job-Opportunities> .