



## Job Posting – Director of Financial Services

<b>Job Title:</b>	<b>Director of Financial Services</b>		
<b>Location:</b>	Town of Woodstock	<b>Travel Required:</b>	Yes
<b>Position Type:</b>	Full time, permanent		
<b>Contact:</b>	HR@town.woodstock.nb.ca	<b>Date posted:</b>	October 4, 2021
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	October 15, 2021
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> HR@TOWN.WOODSTOCK.NB.CA  <b>Attention:</b> Director of Human Resources		<b>MAIL:</b>  824 MAIN STREET WOODSTOCK, NB E7M 2E8	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The Town of Woodstock Director of Financial Services will be a dynamic individual with demonstrated high standard of personal and professional conduct to lead the financial management of the Town of Woodstock.</p> <p>The Director of Financial Services will report directly to the Chief Administrative Officer. The successful candidate will be tasked to provide leadership, coordination and direction for all financial management requirements of the municipality.</p> <p>In your capacity, as the Director of Financial Services, the financial management of the municipality including the development and recommendation of plans, forecasts, and strategies to address short and long-term financial goals of the municipality. Deliverables include multipurpose/multiuser financial reports, capital and operating budget co-ordination and presentation, implementation of appropriate accounting policies, procedures, and practices; co-ordination of required approvals for long term financing and funds investment; and general/financial management of the department.</p> <p>The primary duties and responsibilities for the position of Director of Financial Services are in the areas of statutory responsibilities, financial and strategic advice, budget, policy related, Senior Management Team Member, and departmental; administration and management. As the administrative team's financial lead, you'll participate in strategic planning and budget preparation and is responsible for payroll, planning and coordinating the delivery of the highest quality of fiscal management, internal financial controls, fiscal education, for the Town of Woodstock. As a leader, you demonstrate strong staffing relations with the ability to deliver financial management results. The successful candidate will also be expected to work collaboratively and respectfully with the senior management team of the Town of Woodstock.</p>			



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### EDUCATION AND EXPERIENCE REQUIREMENTS

- Degree in Business Accounting, Finance, Public Administration or equivalent, together with an accounting designation (CPA, CA, CMA, CGA) and several years senior municipal finance experience, or an equivalent combination.
- A professional certificate in local government administration designation delivered through the Association of Municipal Administrators of New Brunswick is an asset.
- Knowledge of financial, purchasing, and accounting principles and practices, investment and debt management, provincial grant processes, applicable legislative/regulatory standards, property taxation, financial information systems and associated evaluative techniques, auditing principles and practices, and local government functions/responsibilities.
- Proven leadership ability and strategic thinking to motivate and bring stakeholders together including business, industry, community groups and all levels of government.
- Understanding the roles and responsibilities of elected municipal government, and their involvement in the delivery of municipal services.
- Involvement with capital projects from the initial application stage to overseeing the financial conclusion of said project (s) would be considered a definite asset.
- Discretion in handling matters of a confidential nature and maintain confidentiality. Familiarity with the Right to Information and Protection of Privacy Act. Ability to cope with interruptions and exercise good judgement.
- Demonstrated superior oral and written communication skills. Demonstrated ability to communicate strategically and in a manner that builds understanding and commitment.
- Ability to establish and maintain cooperative and constructive relationships with individuals at all levels of the organization and representatives of external agencies, community groups, and partnerships.
- Proficient in working with Microsoft Windows and Office applications (e.g. Word, Excel, Power Point, Outlook) Working knowledge of TownSuite, Public Sector Financial Software.
- Ability to learn and integrate other accounting software into the Town's financial reporting.
- Requirement to work outside of normal business hours; 8:00 am – 5:00 pm to attend council meetings, travel within and outside the community as required to attend training opportunities or to meet with stakeholders and/or partners.
- Valid Class 5 driver's License and a reliable vehicle to use on corporate business, in the event, that the town vehicle isn't available.
- Possess Criminal Record & **Vulnerability Sector Check** with results satisfactory to the Town and a valid standard first aid with CPR/AED Level "C" certificate. (Time and resources will be provided for said training if required).

This is a full-time salary position. The Town of Woodstock offers an attractive benefits package, a challenging and rewarding work environment, and excellent career development opportunities.