



Employment Opportunity

Region of Queens Municipality -
Manager of Finance

Region of Queens Municipality is currently seeking applications from energetic, detail-oriented and dynamic individuals interested in joining our team as the **Manager of Finance**. As the Manager of Finance, you would be responsible for the oversight components of the Municipality's tax collection and accounts receivable functions including billing and accounts receivable, bank reconciliations, financial reporting, policy development and internal control processes for all these areas. You will also provide information and support to the Municipal Auditor and Audit and Internal Control Committee and complete legislated financial reporting requirements as delegated by the Director of Corporate Services. This position also has supervisory responsibility for mentoring, coaching, and supporting the Tax Clerk, Accounts Receivable Clerk, Utility Clerk, and Finance Clerk. A detailed job description is available by contacting Angela Green at agreen@regionofqueens.com or (902) 354-3453.

The Manager of Finance is accountable to the Director of Corporate Services.

The Ideal Candidate will have:

- A degree from a recognized post-secondary institution in commerce, accounting, or finance.
- A professional accounting designation or be working towards one.
- Five to seven years of related experience.
- Public sector accounting experience or municipal auditing experience would be an asset.
- Supervisory or management level experience.
- Excellent written and communication skills.

Salary range for this position is \$70,681 – \$85,914 based on education and experience. Applications will be received until July 19, 2024, at 4:30 pm.

If you are interested, please submit a cover letter, detailed resume and three (3) professional references to:

Angela Green, Protective Services Coordinator
249 White Point Road
P.O. Box 1264
Liverpool, NS, B0T 1K0
agreen@regionofqueens.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.