



## **Job Posting**

### **Director of Finance**

The Town of Grimshaw is looking to fill the position of Director of Finance, who, under the direction of the Chief Administrative Officer, will primarily be responsible for the Town's Financial and Accounting Management Systems. This position will determine staffing requirements for Taxation, Utilities and Reception positions and oversee the hiring of staff. This role will also evaluate policies and procedures and provide recommendations for changes to improve efficiency. The Director of Finance must possess the following:

- knowledge of the financial aspects of the Municipal Government Act and at least three years of related municipal financial experience
- strong accounting background (a professional accounting designation or working towards a designation preferred)
- extensive experience in the preparation of operating and capital budgets
- knowledge of Diamond Financial Software is an asset
- ability to identify measures of performance and actions needed to improve or correct performance
- ability to initiate and model positive change
- ability to plan, organize, develop, implement, and interpret goals, objectives, and policies
- effective leadership and teamwork skills

Job description available upon request.

The Town of Grimshaw offers a competitive compensation and benefits package.

Qualified applicants are invited to submit a cover letter and resume in confidence to CAO Brian Allen, CLGM at: [cao@grimshaw.ca](mailto:cao@grimshaw.ca)

All applicants are thanked for their interest and advised that only those candidates selected for an interview will be contacted.

Competition will remain open until a suitable candidate is found.