

## Finance Manager Job Posting

Full time management position

The Town of Norman Wells is seeking a Finance Manager on a permanent basis to join its Management Team.

### Responsibilities for Finance Manager

- Monitor day-to-day financial operations (payroll, invoicing, and other transactions)
- Prepare monthly and quarterly management reporting
- Manage the Town financial accounting, monitoring, and reporting systems
- Ensure compliance with accounting policies and regulatory requirements

### Qualifications for Finance Manager

- Bachelor's degree in Finance or Accounting; CPA a plus
- 5-8 years of experience in accounting and/or financial analysis
- Ability to synthesize large quantities of complex data into actionable information
- Ability to work and effectively communicate with senior-level managers
- Excellent business judgment, analytical, and decision-making skills
- Knowledge of financial reporting and data mining tools
- Strong demonstrated use of Excel, Word, and PowerPoint

(may consider equivalent related work experience with willingness to take courses)

We offer:

- Comprehensive health/dental benefits
- Northern living allowance
- Matching pension contributions
- Vacation travel assistance
- A competitive salary (commensurate with experience)

Closing Date: November 27<sup>th</sup>, 2020 at 5:00 pm., MST

Qualified individuals are invited to submit their resume to:

Town of Norman Wells

PO Box 5

Norman Wells, NT X0E 0V0

Attention: Cathy Clarke, SAO or

[senioradministrativeofficer@normanwells.com](mailto:senioradministrativeofficer@normanwells.com)