



La Corporation de la Municipalité de / The Corporation of the Municipality of
ST. CHARLES

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The Municipality of St.-Charles Director of Finance and Operation Position

'Where quality family lifestyle abounds amongst nature's finest assets'

The Municipality of St.-Charles is currently looking to fill the position of Director of Finance and Operation. Located 45 minutes east of the City of Greater Sudbury, St.-Charles boasts the natural beauty of the West Arm of Lake Nipissing, Lake Nepewassi and an abundance of farmland. The municipality has a bilingual population of 1,282, family spirit, and numerous community services ideal for raising a young family.

The Director of Finance and Operation will be the administrator of the Municipality's accounting and operation activities to ensure accounting procedures are delivered in accordance with statutory and regulatory requirements. The Director of Finance and Operation will also perform a full range of finance related duties and provide back-up assistance to other staff as required. The individual will be responsible for statutory duties required of the Deputy Treasurer under the *Municipal Act, 2001*.

The ideal candidate will have several years of knowledge/experience in municipal government administration, an aptitude for managing multiple priorities, the ability to communicate with competing audiences as well as great management skills. The Director of Finance and Operation must be technically savvy to manage the voluminous number of transactions that are required. The Director of Finance and Operation must be able to communicate across multiple platforms while speaking to diverse audiences. A College or University Degree with a municipal discipline as well as good oral and written communication skills in both official languages would be an asset. The ideal candidate would possess a CPA designation.

For responsibilities, qualifications and working conditions please refer to the full job description attached. If you are looking for a challenging position that offers a wide variety of duties where you are not just a bookkeeper, and you get to work with management on a daily basis, this Director of Finance and Operation position is for you!

Job Type: Administrative Non-Union – Permanent Full-time

Hours: 35+ per week

Compensation Package: compensation commensurate with experience and with a comprehensive retirement and benefit package.

Please submit a covering letter and resume clearly outlining how you meet the qualifications of this position by July 26th, 2018 to the attention of:

Denis Turcot, – Chief Administrative Officer
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