



Town of Nipawin

Employment Opportunity

Finance & Human Resources Officer

The Town of Nipawin is seeking a Finance & Human Resources Officer to assist the Director of Finance & Administration with department duties. Nipawin is a progressive, forward thinking, and beautiful destination community with the Mayor, Council, and staff working hard for the benefit of the community, its residents, and business industry sectors.

The incumbent reports directly to the Director of Finance & Administration and will assist with many department duties, such as financial reporting, budgeting, audit preparation, human resource functions, and bylaw, policy, and procedure development. The incumbent will also provide support with the development of best practices for the Finance & Administration Department.

The applicant must possess excellent communication and interpersonal skills, and have experience working in the accounting and human resource sector. A university degree or a certificate in commerce or business is preferred with experience working in financial accounting and human resources an asset. A detailed job description may be obtained by contacting the Town of Nipawin office at (306) 862-9866, or by accessing it on our town website at www.nipawin.com.

Please submit a detailed resume, complete with a cover letter and including appropriate references to the following by **4:00 pm local time on Friday, June 21st, 2019:**

TOWN OF NIPAWIN
Attn. Lesley Richer, Director of Finance & Administration
P.O. Box 2134
Nipawin, SK S0E 1E0
Phone: 306-862-9866
Email: l.richer@nipawin.com

We appreciate the interest of all applicants; however only those selected for interviews will be contacted.

TOWN OF NIPAWIN

Finance & Human Resources Officer Position Description

Reporting to the Chief Financial Officer (CFO), the Finance & Human Resources Officer provides support to the CFO with respect to financial, administrative, and human resource matters of the Town of Nipawin.

Desired Qualifications:

- A university degree or a certificate in Commerce or Business – preferred.
- Practical knowledge and demonstrated experience in the field of financial accounting and human resources – required.
- Must have a high level of written and oral communication skills.
- Practical knowledge and demonstrated experience in the use of computer systems for business applications – required.
- Valid and current Class 5 Saskatchewan Driver's License – required.

Knowledge & Skills:

- Demonstrated ability to deal effectively with public complaints and work effectively with community organizations demonstrating exemplary customer service and interpersonal skills.
- Able to deal with emergencies expeditiously and organize and direct efforts to rectify the problem.
- Knowledge of the *Municipalities Act* and other Provincial Acts which apply to Local Government, as well as Town bylaws and regulations, policies, and procedures.
- Demonstrated ability to draft clear, concise reports, studies, and documents.
- Demonstrated ability to investigate, plan, organize, and implement solutions to complex issues and operational problems.
- Computer literacy including MS Word, Excel, PowerPoint, and knowledge of other related hardware and software programs.
- Demonstrated knowledge in financial accounting and human resources.

Abilities:

- Ability to ensure confidentiality in relation to information received or collected during work.
- Ability to adapt effectively to changing operational priorities and tasks and must be able to work effectively on multiple tasks at the same time.
- Ability to complete all tasks in a timely manner, following established safety rules and regulations.
- Work is primarily conducted in an office environment and may be subject to pressure and challenge caused by the demand for services.

Roles & Responsibilities of the Position:

The Finance & Human Resources Officer shall assist the Chief Financial Officer. The duties of the Finance & Human Resources Officer shall be:

1. Assist with the preparation of financial reports, such as monthly and quarterly reports.
2. Assist with research on innovative ideas for financial and human resource reporting for the Town of Nipawin, with the goal of providing high quality information to the Council of the Town of Nipawin and its citizens.
3. Receive and evaluate for compliance and completeness all Fee for Service applications.
4. Prepare monthly Education Property Tax returns for the Province of Saskatchewan.
5. Assist with research on best practices for the municipality in all areas relating to finance, administration, and human resources.
6. Assist with the preparation of the annual budget.
7. Assist with the administration of Federal and Provincial grant applications.
8. Assist with year end accounting procedures leading up to the annual audit.
9. Manage collections of past due accounts receivable.
10. Assist with bylaw, policy, and procedure development relating to finance, administration, and human resource matters.
11. Other duties as may be assigned from time to time.

NOTE: Duties listed are not set forth to limit the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Working Conditions:

- Works in an office environment; hours will typically be from 8:00 am to 4:30 pm with minimal overtime.