

# Employment Opportunity

## Associate Director of Accounting

### The Opportunity

Are you looking for an opportunity to work with a dynamic team that administers one of the largest municipalities in northern Saskatchewan? The Ministry of Government Relations - Northern Municipal Services, on behalf of the District as a municipality, is looking for an **Associate Director of Accounting** to support its municipal operations. This position is based in La Ronge, but a remote work arrangement may be explored. For more information on the organization, please visit [www.planningforgrowthnorthsk.com](http://www.planningforgrowthnorthsk.com).

### Advantages

- A competitive base salary.
- Training and professional development opportunities for personal growth and career development.
- Working with a knowledgeable, seasoned, and supportive team.

### Responsibilities

Reporting to the Director of Finance and Accounting for Northern Municipal Services, the Associate Director of Accounting of the District will be responsible for:

- Supporting the delivery of the ministry's municipal government responsibilities required under *The Northern Municipalities Act, 2010* for the administration of the District, an incorporated municipality.
- Analysis and reporting of financial and operating results in accordance with CPA PSAS standards.
- Oversee the transactional accounting operations for the District to improve financial compliance and reporting.
- Provide support in budgeting, variance analysis, program delivery, and other financial analysis as required.
- Support the strategic direction of the organization by liaising with stakeholders and residents in the municipality.
- Other duties as assigned.

### Skill Set

- Ability to communicate clearly and effectively in person, one-on-one or in groups, and in writing via reports and email.
- Ability to analyze administrative and operational issues and problems.
- Knowledge of relevant legislation, as well as the ability to understand and apply relevant legislation.
- High degree of technical skills and experience in accounting operations.

## Education and Certification

- 5 plus years experience in a relevant finance and accounting position.
- Bachelor Degree in Business or Commerce or other equivalent post-secondary education.
- CPA designation is required.
- An acceptable combination of education, training and/or experience may be considered.

## Other Requirements

- Must adhere to the District's Employee Code of Conduct.
- Class 5 driver's license.
- Criminal Record Check within the last 6 months.

## Hours of Work & Compensation

- **Hours of work:** 40 hrs./week. Hours of work can be adjusted to suit the successful candidate.
  - usual work hours are Monday to Friday from 8 am to 5 pm with an hour lunch break
  - overtime may be required and/or working for extended hours.
- **Salary:** the starting salary for this position will be based on skills and experience.
- **Benefits:** a set wage supplement to cover self-directed health, dental, group life insurance and pension.
- **Travel:** occasional travel may be required.

## How to Apply

Please email a cover letter and resume, including references, by **May 3, 2024** to Deanna Roos at [deanna.roos@gov.sk.ca](mailto:deanna.roos@gov.sk.ca).