



Municipality of the District of Lunenburg

EMPLOYMENT OPPORTUNITY

Financial Services Officer
(Full-time, Permanent)

*A few reasons why others have decided to join our team
(and some reasons you might like to too!)*

- ✓ Flexible working environment, including a 4-day workweek option
- ✓ Defined Benefit Pension Plan (Public Sector Superannuation Plan)
- ✓ Competitive salaries and other benefits
- ✓ New and modern Municipal Services Building walking distance from shopping and dining options
- ✓ On-site staff fitness facility

About the role....

The Financial Services Officer provides accounting and payroll processes support to the Finance Department including, but not limited to preparing financial information and reports for the Director of Finance to support financial reporting to Council and the public, including: backing up bi-weekly payroll, Municipal loan administration, budget documents and financial statement preparation, internal audit functions, and purchasing support.

Is this you?

- Diploma in Business Administration with an accounting concentration
- National Payroll Institute Certification
- 5 years of prior municipal experience or accounting experience; OR
- An equivalent combination of education and experience.
- Strong organizational skills.
- Strong communication skills, both written and verbal.
- Ability to multi-task and meet multiple deadlines.
- Advanced knowledge of Microsoft Office software.
- Knowledge of Municipal Government Act, Municipal By-Laws, policies, and procedures in considered an asset.

Visit www.modl.ca for full details, including job description

Position Details:

- Full-time, permanent role
- 35 hours per week
- Salary: \$ 50,083- \$ 62,603 (Band 50), commensurate with qualifications and experience.

To apply, submit a resume and cover letter in confidence to:

Ashley Chase, Human Resources Officer
employment@mjsb.ca

Deadline to apply: June 10, 2022

Competition#: MODL_FINSERVOFF_2022