



Career Opportunity
DIRECTOR OF FINANCE (Permanent Full-Time)

The Valley Region Solid Waste-Resource Management Authority (Valley Waste-Resource Management), an inter-municipal organization providing solid waste-resource services for the Municipality of Annapolis County, the Municipality of the County of Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville, is seeking candidates to fill the full-time permanent position of **Director of Finance**.

The Director reports to the General Manager and is accountable for the day-to-day financial reporting and controls, accounting functions, purchasing and budget preparation and forecasting. The Director will work with the management team to provide timely advice and recommendations on important issues and ensure that policy and procedures are followed. The Successful incumbent will:

- 1) **Financial Reporting**
 - Ensure the preparation of accurate and timely internal and external financial reports including the development of recurring reports, and their presentation to the Board, staff and external audiences as required;
 - Prepare and circulate regular reports for the Board, the General Manager and members of the management and staff team to support their planning and management.
- 2) **Establish and maintain effective and efficient financial operations**
 - In consultation with VWRM leadership and staff, the prioritization of departmental resources, outcomes and workloads using staff to get desired results;
 - Establish and maintain both accounting and service standards for the organization.
- 3) **Ensure VWRM effective Financial, Audit and Record keeping**
 - Establish and maintain a regular and consistent practice of recording regular financial transactions:
 - i) Create business processes in purchasing, accounts payable and accounts receivable;
 - ii) Develop accounting policies and procedures and business processes that promote and sustain organizational accuracy and efficiency.
 - iii) Support the annual budgeting process.
- 4) **Promote organizational Health and Safety outcomes of the organization by:**
 - Support the analytical and financial data necessary to improve health and safety outcomes;
 - Follow and promote organizational safe work practices as applicable;
 - Participate in committee work or audits or inspections as requested by the General Manager or others.
- 5) **Risk Management**
 - Build and maintain strong and effective internal controls which mitigates risk and avoids error and fraud in any aspect of operations or management;
 - Conduct routine tests and inspections to ensure systems are working as designed and financial integrity is obtained.

The successful incumbent will have:

- A university Degree/Diploma in Accounting, Finance or Business Administration, or a closely related field, and ideally with five (5) years' work experience in the municipal sector;
- Professional accounting designation would be an asset;
- Considerable knowledge of modern governmental accounting theory, principles and practices;
- Considerable knowledge of internal control procedures and management information systems;
- Considerable knowledge of office automation and computerized financial applications;
- Considerable knowledge of public finance and fiscal planning;
- Ability to prepare and analyze complex financial reports;
- Ability to maintain efficient and effective financial systems and procedures;
- Ability to establish and maintain effective working relationships with employees and municipal officials;
- Ability to communicate effectively orally and in writing;
- Valid Nova Scotia Driver's License;
- Must have excellent organizational and time management skills;
- Familiarity with Authority By-Laws and the Solid Waste-Resource Management Regulations of the Province of Nova Scotia;
- Willingness and ability to work flexible hours when necessary.

This is a full-time position. Compensation includes a competitive salary and benefits plan including a 6% employer/employee matched pension plan (currently under review). The hours of work will be Monday to Friday, 8:30am-4:30pm (35 hours per week). Some overtime work may be required. The salary scale is currently under review. Valley Waste-Resource Management offices are located at 90 Donald E. Hiltz Connector Road, Kentville, Nova Scotia. Please submit your written application by **4:30pm, local time, June 8, 2017**. Please merge your cover letter and resume into one document. **Submissions should outline the applicant's education, past experience, training and other related qualifications that would allow the applicant to successfully perform the duties of the position.**

To Apply:

- Please demonstrate in your application how you meet the above qualifications.
- To apply for this position, please e-mail your application (cover letter/resume) to careers@vwrm.com or drop off a copy of your application in person.
- Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all of the following: references, employment verification, criminal background and education.