

## Employment Opportunity

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**Position:** Manager of Accounting  
**Department:** Corporate Services  
**Reports to:** Director of Corporate Services  
**Status:** Full-Time; Permanent  
**Location:** Town Hall (274 Main Street, Antigonish)  
**Salary Range:** \$77,380 to \$89,715

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### General Accountability

Under the direct supervision of the Director of Corporate Services, the Manager of Accounting is responsible for finance and accounting activities as delegated by the Director. This role is the key day-to-day accounting position for the Town. Primary responsibilities include timely preparation of monthly financial and departmental reporting including variance analyses, supporting reports for budget, ensuring appropriate revenue and expenditure allocations for all funds, bank reconciliations for the various accounts, assisting with annual audit preparations, preparation of reports for Provincial and Federal Governments, and assistance with the annual budget process. In addition, the Manager will supervise finance and front office staff and provide assistance to other management and staff as required.

A complete job description can be found the Town website:

<https://www.townofantigonish.ca/employment-opportunities.html>

### Qualifications

- Degree in Business with accounting major and Professional Accounting Designation (CPA) preferred;
- Minimum of five years post graduate experience, preferably in a municipal government environment;
- Preference for candidates with experience in fund accounting;
- Experience in personnel management preferred;
- Excellent knowledge of all finance and accounting functions;
- Working knowledge of computer applications;
- Preference given to candidates with experience with Diamond financial software.

### Additional Skills and Abilities

- Excellent interpersonal and communication skills;
- Excellent organizational skills;
- Possess problem solving ability, be self-directed, demonstrate the ability to work to meet deadlines, possess a high level of attention to detail, and have the ability to multi-task.

### How to Apply

To apply for this position, please submit your cover letter and resume to Meaghan Barkhouse, Director of Corporate Services at [jobs@townofantigonish.ca](mailto:jobs@townofantigonish.ca). Closing date is Monday, May 8<sup>th</sup>, 2023, at 1:00 pm.

Applications submitted beyond this date and time, or incomplete applications, will not be accepted.