



City of Morden
Civic Centre
Finance Officer/Accountant

The City of Morden has a newly developed full-time permanent opportunity available as a Finance Officer/Accountant at our Civic Centre. If you are a self-motivated, responsible individual looking for an exceptional opportunity in your professional career, we invite you to apply.

Primary responsibilities of the position:

- Prepare monthly financial statements, bank reconciliations and variance analysis reports
- Monitor cash flow and provide support in managing of surplus balances
- Assist with the development of annual capital and operating budgets
- Plan, direct and coordinate the daily operation of the administrative office
- Lead and train administrative/customer service team

The preferred candidate will have the following qualifications:

- Business related post-secondary education with a recognized college or university (major in accounting is desirable)
- Post-secondary education in disciplines such as administrative management, leadership or human resources will be a definite asset
- Advanced proficiency with Microsoft Office Suite, specifically with Excel spreadsheets
- Exceptional customer service and communication skills (verbal and written)
- Proven leadership and coaching experience
- Proven record of leading process improvement initiatives
- Proficiency in time management and prioritizing of tasks
- Interest in and knowledge of computer technology is desirable

Salary range for the position is from \$49,380 to \$57,968 with starting salary dependent on qualifications and experience of the individual. Interested applicants are invited to submit resumes to:

Human Resources Officer
City of Morden
100-195 Stephen Street
Morden, Manitoba R6M 1V3
Fax 822-6494
mneufeld@mordenmb.com

We thank all for applying, but only those receiving an interview will be contacted. A condition of employment is agreement by the applicant to disclose criminal record information to the City of Morden.