



Municipality of Hall Beach

P.O Bag # 3

Hall Beach, NU

X0A 0K0

Phone: (867) 928-8829

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Employment Opportunity **DIRECTOR OF FINANCE**

Municipality of Hall Beach has an employment opportunity for the position of Director of Finance who would report to the Senior Administrative Officer.

Responsibilities and Duties include but are not limited to:

- Maintain all municipal finances
- Oversee finance department and monitor all departmental activities
- Prepare annual budgets
- Prepare financial statements with attendant reconciliations and analysis
- Develop financial policies as required

Qualifications required (minimum)

- Recognized accounting designation with a minimum of 5 years related work experience
- Knowledge of AccPac Advantage series or equivalent, Word, EXCEL and PowerPoint
- Supervisory, time management, and problem solving skills
- Public relations and interpersonal skills

The Municipality of Hall Beach offers a comprehensive compensation package including a northern allowance of \$23,250.00 per annum and subsidized housing. Salary will commensurate with experience.

Resumé should be forwarded to the attention of James Langille, Senior Administrative Officer, e-mail sao_hbhamlet@qiniq.com Ph. # (867) 928-8829 Fax (867) 928-8871.

Closing Date: Open until position is filled.

