



CAREER OPPORTUNITY

Position Title:	Manager of Treasury Services
Competition Number:	2025 - 31
Salary:	\$77,307.75 - \$103,077.00
Closing Date:	Resume review will commence immediately

The City of Corner Brook is presently accepting applications for the position of **Manager of Treasury Services** with the Department of Finance and Administration. This position reports to the Director of Finance and Administration and ensures the financial integrity and stability of the municipality by managing cash flow, investments, and debt while maintaining accurate and timely financial records and reports.

As the Manager of Treasury Services, you will implement and maintain treasury policies and procedures to manage cash flow liquidity to mitigate potential financial risk to the City's finances. You will work diligently to build and maintain relationships with external stakeholders, including financial institutions and advisors, while also building and maintaining relationships within the municipality and the provincial government. As the Manager, you will be responsible for preparing and filing various tax returns and legislated filings such as, HST returns, Gas Tax Rebates, Gasoline Tax exemptions, etc. You will lead the preparations for the municipality's annual audit and act as the first point of contact with the auditors to coordinate a smooth auditing process, responding to inquiries and collecting information in a timely manner. As the successful candidate, you will oversee the municipality's general accounting functions, ensuring accurate financial reports are maintained and ensuring compliance with Public Sector Accounting Standards (PSAS).

The above responsibilities reflect the duties necessary to describe the principal functions of the job and shall not be considered as a detailed description of all duties of the job. A full job description can be obtained by emailing your request to careers@cornerbrook.com.

The preferred applicant will possess a post-secondary degree in Commerce or Business Administration with a major in Accounting or Finance. A professional accounting designation (CPA, CA, CGMA) or the ability to achieve within 3 years. Experience working in Microsoft Dynamics Great Plains would be considered an asset.

The City of Corner Brook will provide support throughout the recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Candidates are encouraged to discuss specific needs with the City's Human Resources division, by emailing hr@cornerbrook.com

Please submit résumés **giving complete details of qualifications** to the Human Resources Office, via E-mail at careers@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.