



CAREER OPPORTUNITY

Position Title:	Controller, Financial Reporting & Treasury
Competition Number:	2026-37
Salary:	\$82,008.06 – 109,344.08
Closing Date:	Open until this position is filled

The City of Corner Brook is presently accepting applications for the position of **Controller, Financial Reporting & Treasury**. This is a senior professional accounting position within the Department of Finance & Administration. The Controller, Financial Reporting & Treasury is responsible for the integrity of the City's accounting records, financial reporting, treasury administration, audit coordination, and regulatory compliance activities.

The Controller, Financial Reporting & Treasury ensures accurate and timely financial information is available to support decision-making, legislative compliance, and financial stewardship. This position provides technical expertise in municipal accounting, Public Sector Accounting Standards (PSAS), treasury management, financial analysis, the audit process, and financial control processes. The incumbent works collaboratively with internal departments, external auditors, government agencies, financial institutions, and other stakeholders to support the City's financial operations.

The preferred applicant will possess an undergraduate degree in Commerce, Business Administration, Accounting, Finance, or related discipline. A Chartered Professional Accountant designation is required; however, candidates actively pursuing a CPA with strong municipal/public-sector accounting experience may be considered.

The successful candidate will bring strong analytical, problem-solving, and organizational skills. Along with this the preferred candidate will have excellent communication and interpersonal skills as well as a strong ability to manage multiple priorities and meet deadlines.

This position is Corner Brook based with an office provided in City Hall.

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.



JOB DESCRIPTION

Position Title:	Controller, Financial Reporting & Treasury
Reports To:	Director of Finance & Administration
Department:	Finance & Administration
Employee Group:	Non-Management/Non-Union

Position Overview

The Controller, Financial Reporting & Treasury is a senior professional accounting position within the Department of Finance & Administration. Reporting to the Director of Finance & Administration, this position is responsible for the integrity of the City's accounting records, financial reporting, treasury administration, audit coordination, and regulatory compliance activities.

The Controller, Financial Reporting & Treasury ensures accurate and timely financial information is available to support decision-making, legislative compliance, and financial stewardship. The position provides technical expertise in municipal accounting, Public Sector Accounting Standards (PSAS), treasury management, financial analysis, the audit process, and financial control processes. The incumbent works collaboratively with internal departments, external auditors, government agencies, financial institutions, and other stakeholders to support the City's financial operations.

Responsibilities

Financial Reporting & General Ledger

- Maintain the general ledger and chart of accounts.
- Lead month-end, quarter-end, and year-end close.
- Prepare reconciliations, working papers, variance analysis, and management reports.
- Support preparation of annual financial statements and note disclosures.
- Maintain audit-ready schedules for TCA, reserves, deferred revenue, debt, grants, receivables, payables, and accruals.

Treasury, Cash Flow & Debt

- Monitor cash flow and liquidity.
- Support banking, investments, debt servicing schedules, and financing requirements.
- Prepare cash flow forecasts and analysis.
- Coordinate with financial institutions and government agencies.

Audit, Compliance & Controls

- Coordinate annual audit requirements.

- Coordinate the year-end close process, including timelines, departmental information requests, accruals, deferred revenue, tangible capital assets, reserves, debt, and audit schedules.
- Track management letter points and corrective actions.
- Lead the design, documentation, monitoring, and continuous improvement of accounting controls, reconciliation processes, segregation of duties, and financial reporting procedures.
- Support compliance with PSAS and applicable municipal/provincial/federal requirements.

Budget, Forecasting & Analysis

- Support operating and capital budget preparation.
- Prepare variance analysis and financial forecasts.
- Assist with long-range financial planning and capital funding strategies.
- Provide analysis for Council/senior leadership as required.

Systems, Process Improvement & Cross-Department Support

- Improve accounting processes and standard operating procedures.
- Support ERP/accounting system optimization.
- Provide financial advice and reporting support to departments.

Note

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.

Education & Professional Designation

A university degree in Commerce, Business Administration, Accounting, Finance, or a related discipline is required. A Chartered Professional Accountant designation is preferred; however, candidates pursuing their CPA designation with strong municipal/public-sector accounting experience may be considered.

Experience

- Five (5) years of progressive accounting and financial reporting experience.
- Experience with municipal government, public sector accounting, or a similarly regulated environment
- Experience with general ledger, reconciliations, month-end/year-end close, and financial reporting.
- Experience preparing audit working papers and supporting external audit engagements.
- Experience with budgeting, financial management, accounting, and financial analysis.
- Experience with Public Sector Accounting Standards (PSAS).

Knowledge, Skills, and Abilities

- Strong understanding of municipal finance principles, financial controls, and audit practices.
- Knowledge of applicable municipal, provincial, and federal legislation affecting financial operations.
- Advanced analytical, problem-solving, and organizational skills.
- Excellent communication and interpersonal skills.
- Strong ability to manage multiple priorities and meet deadlines.
- Advanced proficiency with Microsoft Office applications.
- Experience using Microsoft Dynamics GP (Great Plains) or comparable ERP/accounting systems.
- High degree of accuracy, integrity, and professional judgment.

Working Conditions

- This position will be required to work within an office environment, with minor fluctuations in working conditions
- Frequent dealings with City employees and occasional dealings with residents
- Sitting and walking for an extended period may occasionally be required
- Lifting and handling of files and office supplies