



CAREER OPPORTUNITY

Position Title:	Assistant Director Finance & Administration
Competition Number:	2026-54
Salary:	\$ 97,523-45 - \$130,031.27
Closing Date:	This position will remain open until it is filled.

The City of Corner Brook is seeking a qualified, experienced, and motivated professional to join our Finance & Administration Department team as **Assistant Director of Finance and Administration**.

The Assistant Director of Finance and Administration is responsible for maintaining the City's general ledger, preparing financial statements and management reports, and overseeing month-end and year-end financial processes. The position supports treasury management, cash flow forecasting, banking and debt administration, annual audits, financial controls, and compliance with Public Sector Accounting Standards (PSAS) and applicable legislation. Responsibilities also include supporting operating and capital budgets, financial forecasting, long-range financial planning, improving accounting procedures and systems, and providing financial advice and reporting support to City departments, Council, and senior leadership.

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

A minimum of five (5) years of progressive accounting and financial reporting experience is required, including experience with general ledger maintenance, reconciliations, financial statements, budgeting, financial analysis, and external audits. Experience in municipal government, public-sector accounting, or a similarly regulated environment, along with knowledge of Public Sector Accounting Standards (PSAS), is considered an asset.

The successful candidate will have a strong understanding of municipal finance, financial controls, audit practices, and applicable legislation. Excellent analytical, organizational, communication, and problem-solving skills are required, along with the ability to manage competing priorities and meet deadlines. Advanced proficiency in Microsoft Office and experience with Microsoft Dynamics GP (Great Plains) or a comparable accounting system are also required. A high degree of accuracy, integrity, confidentiality, and professional judgment is essential.

Work is primarily performed in an office environment, involving frequent interaction with City employees and occasional contact with residents. Extended periods of sitting or walking and occasional lifting or handling of files and office supplies may be required.

The above responsibilities reflect the principal functions of the position and shall not be considered a detailed description of all duties of the job.

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



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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.