



MANAGER OF FINANCE AND ACCOUNTING

CLOSING DATE- 26 MAY 2026

The Town of Oromocto is looking for a strategic, highly motivated, and detail-oriented professional to fill the role of **Manager of Finance and Accounting** within our Corporate Services Department. Reporting to the Director of Corporate Services, the Manager is responsible for the direction and execution of activities related to the accurate and timely recording of all Town financial transactions in accordance with generally accepted accounting principles, established guidelines, Town policy, and sound business practices. Working with the team, the Manager is accountable for processing transactions, financial accounting and reporting, and overall financial operations and risk management of the Town.

This role exercises significant independent judgment, discretion, and professional authority in complex and sensitive financial matters, operating within Town policy, legislation, and strategic direction.

WHY OROMOCTO

Oromocto is located within the Capital Region of New Brunswick and is home to the Canadian Forces Base Gagetown, one of the largest military training centres in the Commonwealth. Over 25,000 consumers live within a 10 km radius. The Town of Oromocto provides all the advantages of a well-serviced urban centre yet prides itself on having small-town ambiance. Its multitude of trails, parks, and rivers is an outdoor enthusiast's dream and contributes to the overall quality of life. Oromocto is just minutes from the international airport, 15 minutes from Fredericton and an hour from the City of Saint John. We are a vital community with outstanding municipal services, a reliable labour force and an exciting quality of life.

WHAT WE OFFER

- 1.25 days/month of vacation
- 1.50 days/month of sick credits
- Defined Benefit Pension Plan
- Comprehensive benefits package or Benefit Allowance
- Opportunities for professional development and training
- Employee and Family Assistance Program (EFAP) and services

QUALIFICATONS / SKILLS:

- Undergraduate degree in business, finance, or public administration, or equivalent combination of education, training, and experience.
- Designation as a Chartered Professional Accountant (CPA) is preferred.
- Minimum of five years' increasing responsibility in corporate services management and leadership experience.
- Demonstrated leadership and relationship-building skills with the ability to lead a team and coach employees through change.
- Strong project management skills, specifically dealing with asset management, contract, and budget administration.
- Excellent analytical, organization, and problem-solving skills to handle competing tasks within a supportive work environment.
- Strong written and oral communication skills with the ability to exercise sound judgment, tact, and discretion.
- High professional and ethical standards for handling confidential information.
- Experience with municipal financial and application systems is considered an asset.
- Experience in report writing and report writing tools such as Cognos, SSRS, Crystal, PowerBI, etc.
- Expertise in financial modeling and proficiency in Microsoft Office products.

CORE EXPECTATIONS OF ROLE:

- Leadership: Provide strategic direction to the Finance team, manage staff operations and performance, and promote professional development/cross-training.
- Audit & Reporting: Manage the period end financial statement reporting and audit process, ensuring accurate completion of external compliance reports (provincial budget, grants, funding).
- Budgeting: Develop and maintain annual budgets, capital plans, and financial forecasts; monitor expenditures for alignment with Town plans.
- Financial Controls: Establish and maintain financial controls to ensure accuracy in the general ledger and procurement compliance.
- Risk Management: Review, develop, and maintain a comprehensive property and liability insurance program, including annual coverage reviews and claims follow-up.
- Strategy: Design and develop financial data, analytics, and reports in support of the Town's strategic initiatives.
- Emergency Response: Participate in the Emergency Operations Centre in the event of an emergency affecting the Town.
- Collaboration: Liaise with departments to develop performance measurement tools and respond to internal/external financial inquiries.

SALARY/HOURS:

This is a permanent full-time position, Monday – Friday with occasional hours required outside the standard work week. Salary is commensurate with the Salary Administration Policy for Non-Unionized Employees. Placement within Pay Band 5 (\$77, 534 - \$96, 918).

Please submit a covering letter and resume demonstrating how you have acquired the qualifications for this position no later than **8:30 am on Tuesday, May 26th, 2026** to:

HR@oromocto.ca with subject line: **Manager of Finance and Accounting - "Your Name"**.

The Town of Oromocto is committed to employment equity and encourages applications from all qualified candidates. Accommodation is available upon request throughout the recruitment process.

This competition may be used to fill future vacancies at the same level within the same work location.

Town Hall

4 Doyle Drive Oromocto, NB E2V 2V3

For further information, please contact Heidi Lawless-Anderson by e-mail at hlawless-anderson@oromocto.ca