

DISTRICT OF PORT EDWARD DEPUTY FINANCIAL OFFICER



The District of Port Edward is offering a career opportunity for a Deputy Financial Officer to join their team. This is a dynamic role suited for someone who enjoys working in a small office environment where teamwork and versatility are key.

WHERE YOU'LL WORK

The District of Port Edward is a vibrant and growing community of approximately 500 people. Situated on the traditional unceded territory of the Ts'msyen (Tsimshian) people, Port Edward is 15 kilometers from the City of Prince Rupert on the beautiful Pacific North Coast. The District is nestled amidst pristine wilderness, at the mouth of the Skeena River and adjacent to boundless development opportunities associated with the Port of Prince Rupert.

WHAT YOU'LL DO

Reporting to the Chief Financial Officer (CFO), this position plays a key role in supporting the District's financial services. The Deputy Financial Officer will manage a wide variety of accounting and administrative duties, including:

- Revenue and accounts receivable (invoicing, tracking, collections)
- Accounts payable (processing invoices, payments, requisitions)
- Payroll processing, remittances, and employee records
- Property tax billing, collection, and reporting
- Utility billing and reconciliations
- Bank reconciliations and cash management
- Budget support and data entry
- General accounting and reception support as required

WHAT YOU'LL BRING

- Strong accounting skills
- Strong organization and communication skills
- Current enrolment in courses toward Chartered Professional Accountant (CPA) designation
- Commitment to your ongoing professional development
- Municipal finance experience is an asset but not required

WHAT YOU'LL GET IN RETURN:

The Deputy Financial Officer role offers a salary range of \$68,000 to \$73,000 and a comprehensive benefits package. A Supplementary Package can be obtained by request from the Consultant, which includes a complete job description, details of the benefits, and the current Organization Chart.

WHAT TO DO NOW

If you are ready to take on this rewarding role, forward your resume and cover letter to the Consultant.

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