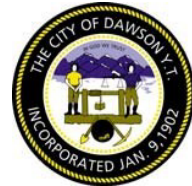


DAWSON CITY, YUKON SENIOR FINANCE OFFICER



Dawson City, Yukon, population 2300, is situated within the Traditional Territory of the Tr'ondëk Hwëch'in and is the heart of the Klondike. We're proud of our mining heritage and First Nations roots that run millennia deep. We're a thriving cultural community—with a post-secondary arts school, several world-renowned festivals, and burgeoning TV and film industry—that borders an outdoor playground sprawling hundreds of kilometres in all directions. We are a living historic community, with many landscape features and buildings that support our national historic site designation.

Mining, tourism, culture, and our people are the foundation on which our town stands, and we respect personal freedoms and diversity. We're a welcoming town and a great place to make a life and raise a family. Our community has programming and activities that promote healthy lifestyles, as well as a new hospital. We have a recreation centre, curling club, swimming pool, fitness centre, nine-hole golf course, disc golf course, off-leash dog park, and a ski hill. We enjoy an abundance of green spaces, including hiking, biking, and cross-country-ski trails. We also have a K-12 school, healthy business community, Yukon University campus, the Yukon School of Visual Arts, and numerous groups and organizations sustained by a healthy spirit of volunteerism.

Reporting to the CAO, the Senior Finance Officer is accountable for the overall financial affairs of the City of Dawson and for the leadership and administration of all divisions within the Finance and Administration Department, which includes finance, client services, payroll, taxation & assessment, and information technology.

The Senior Finance Officer is a key member of the senior management team that provides leadership and advice to the CAO and elected officials in the establishment of strategic objectives and delivery of municipal services with a focus on fostering a positive work culture. This position is responsible for carrying out pertinent statutory requirements under the *Municipal Act*, and for providing support to all departments with budgeting, internal financial controls, financial reporting, personnel administration, and risk management.

The successful candidate will develop and implement policies; assume the responsibility for the effectiveness of key financial resources and programs, investments, account reconciliations and internal audit; plan, organize and supervise budget preparation and implementation; prepare year-end working papers for auditors; and other related and assigned duties.

The ideal candidate will have exceptional leadership skills with comprehensive business planning, financial and people management experience

If this position interests you, please submit your resume and covering letter clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.

- A post-secondary degree in Accounting, Business Administration or a related field, coupled with a CPA professional designation.
- Five years of related progressive management experience, preferably in a municipal setting.
- Three years of senior supervisory or management experience.
- Experience managing financial resources, including development of operating and capital budgets.
- Experience in managing, building, leading, and motivating a team in a unionized environment.
- Strong auditing skills and the ability to analyze financial information while maintaining a high degree of accuracy and attention to detail.
- Demonstrated ability to critically analyze complex situations and to prepare comprehensive reports on a variety of subjects.
- Experience developing and implementing policies and programs.
- Experience working with the public, boards, and elected officials.
- Knowledge of the responsibilities of local government under applicable Yukon legislation.
- Excellent ability to plan, prioritize and communicate effectively.
- Advanced computer word processing skills and knowledge of Microsoft Office applications and Adobe Acrobat.
- Knowledge of Microsoft Dynamics GP and Diamond Municipal Solutions software would be an asset.

Applicants able to demonstrate an equivalent combination of education and experience may be considered.
A job description is available upon request.

Closing Date:

This posting will remain open until filled, however applications submitted by **2:00 pm (YST) on Wednesday, April 19, 2023** will be given first consideration. Apply soon! A current resume and cover letter applications to this position may be submitted by mail or email, to the following:

Amanda King, Human Resources

PO Box 308
Dawson City, Yukon Y0B 1G0
hro@cityofdawson.ca

Salary & Benefits:

Non-Union management position
Salary range of **\$96,776 - \$115,919**, plus benefits, in accordance with the *Management Employment Bylaw*.

The City of Dawson thanks all applicants for their interest. Only those applicants who qualify for an interview will be contacted.

To learn more about our community and what we have to offer please visit our website at www.cityofdawson.ca