



## **Assistant Manager of Corporate Services**

### **Town of Three Rivers**

#### **Prince Edward Island**

The Town of Three Rivers is a town within Kings County in beautiful Prince Edward Island that was incorporated on September 28, 2018, through an amalgamation of seven municipalities and adjacent unincorporated areas. The Town has continued to prosper and grow since its early days, and now its diverse communities thrive in their own unique ways, from tourism, culture and arts, agriculture, environmental engineering, hospitality and more, which makes Three Rivers the dynamic, flourishing town that it is today.

The Town of Three Rivers is currently seeking an Assistant Manager of Corporate Services.

Reporting to the Manager of Corporate Services, the Assistant Manager of Corporate Services provides leadership and professional work in the financial affairs of the Town. As part of the leadership team, the incumbent will manage the administrative team. The position provides recommendations and advice to the Chief Administrative Officer, managers, Council and its committees on all finance and accounting matters. This is a professional position, responsible to deliver a wide range of duties, including the execution of the Town's accounting in a proper and efficient manner.

As an ideal candidate, you are a forward thinker who provides technical and managerial expertise to the Town in both financial and administrative affairs. You will demonstrate strong analytical thinking and problem-solving skills to manage complex financial data and provide leadership to the Town on all financial matters. You will be proficient in financial modeling, budgeting, forecasting, and financial analysis and adept at using financial software and tools, as well as spreadsheet programs like Microsoft Excel.

As the Assistant Manager of Corporate Services, you will possess and demonstrate excellent communication skills with an ability to develop and foster close working relationships with various collaborators, including your staff, external government departments and agencies, auditors and community groups and others. You will have proven leadership and supervisory experience and demonstrate a strong ability to effectively manage a team. Given the confidential and sensitive nature of your work, you will maintain a high degree of professionalism and integrity. You will be key member of the Town's leadership team and provide valuable strategic thinking and planning functions.

Qualified candidates will possess a university degree in Commerce, Accounting, Business Administration, or another related discipline. An acceptable combination of education and experience may be considered. The ideal candidate will have a minimum of five (5) years of progressive financial management experience in a large cooperation or government

## Job Posting



environment and three (3) years of supervisory experience. A Chartered Professional Accounting designation (CA, CPA, CMA) would be considered an asset.

The Town of Three Rivers is committed to employment equity and diversity and encourages applications from all qualified candidates including women, people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; people with disabilities and all other equity deserving groups.

The Town of Three Rivers offers an attractive benefits package including a pension plan and medical/dental coverage. Salary Range: \$ 69,432.30 - \$82,657.50.

To apply for this unique leadership opportunity, please submit your application to [dherring@threeriverspei.com](mailto:dherring@threeriverspei.com) on or before May 3, 2024 and **state the title of the position in the subject line of your e-mail**. For a copy of the full job description, please also email the above address.

*We thank all applicants for their interest, however only those under consideration for the role will be contacted.*