

July 22, 2021

Municipality of Rhineland has a population of 5994 and is geographically located in South-central Manitoba. The municipality is comprised of a unique blend of rural and urban communities. These communities have a rich history and culture, have affordable real estate and are surrounded by some of the most fertile farm land in Canada. Rhineland citizens are innovators, growers and skilled trades people who are eager to pursue new opportunities in business, agri-business, manufacturing and industry.

Reporting to the Chief Administrative Officer, the Chief Finance Officer will serve as custodian of the revenues and securities for the municipality. This includes being responsible for the daily processing and collection of receipts, accounting functions such as preparation of journal entries for accounts payable and receivable, payroll, processing financial reports and maintaining files and records. In addition, the incumbent will administer the tax collection function through effective and timely billings, collection and management of the municipality's property taxes and will prepare and compile the annual budgets.

Candidates are expected to have a thorough knowledge of accounting acquired through a university degree in business accounting, through a professional accounting program (CPA) or through related experience and training.

Other preferred qualifications include: (A full job description is available on the Municipality of Rhineland Website - <http://www.rmofrhineland.com>)

- a minimum of five years related experience, with a strong understanding of accounting principles
- experience preparing financial statements and reconciling complex ledgers
- experience recording and tracking tangible capital assets
- municipal (public sector) accounting, budgeting and auditing is preferred
- advanced skills in Excel, PowerPoint, Word and other Microsoft programs
- experience with municipal software would be an asset
- excellent analytical and organizational skills
- demonstrated supervisory experience and ability to work effectively with minimal supervision
- ability to communicate with tact and discretion, both verbally and in writing, when dealing with municipal officials, members of the public and other employees
- graduate of, or enrolled in or willing to enroll in the Manitoba Municipal Administration Program
- knowledge of applicable provincial statutes as it relates to municipalities is desirable

The salary will be competitive with a comprehensive benefits package. Please submit your resume and cover letter detailing your experience and qualifications. We thank all that apply however, only candidates selected for an interview will be contacted. The position will remain posted until filled. The candidate being considered will be required to undergo a Criminal Record Check.

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