

Middleton Finance Department

Director of Finance



The Town of Middleton is a wonderful community located in the Annapolis Valley, Nova Scotia. Full of small-town charm and known as the “Heart of the Valley”, Middleton serves as a regional centre for business, education, health, and recreation services. Our community is a delightful town with immense potential, complemented by strong values in diversity and accessibility. To learn more about Middleton, please visit www.discovermiddleton.ca

Our Opportunity

We are looking for a strategic leader who brings in-depth municipal financial experience to mentor and support a fantastic and talented Finance team. Reporting to the CAO, you will provide sound advice and recommendations to both the CAO and Council regarding Middleton’s financial matters, balancing both short-term and long-term priorities.

Why work with us?

We truly value our people, which means you will be joining an incredible team, in a supportive and positive environment. We are passionate about the roles we play in providing superior service within our community and we take considerable pride in the goals we accomplish together. We invest in our people through supporting and encouraging professional development, so you have the tools to safely succeed in your role. Our core values of trust, respect and accountability are extremely important in all we do, and we build our team to share and model these values. Best of all, we like to have fun! We prioritize having fun while we work hard as a team; we enjoy connecting with each other and we genuinely care about one another.

Work/life balance is important to us, and we want everyone to feel refreshed and recharged to perform their job well. There will be times when you are required to attend meetings outside of the regular working hours. We offer the flexibility for you to take this time in lieu to ensure you maintain a great balance. Our offices are closed between Christmas and New Year’s, giving you an opportunity to spend time with family over the holiday season.

Benefits include access to a health and dental plan, vision care, disability and life insurance and an employee assistance program. We offer a 6% matched pension plan, and we provide all the technology required to be successful in your role. We provide a generous vacation package, and we want you to use it! Our office hours are Monday to Friday 8:30am-4:30pm, with an hour lunch break. We have the technology for staff to work from home, and we are currently exploring a policy around this.

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Successful Candidate should:

- Provide positive and supportive leadership to the Finance team regarding daily operations, internal controls and financial systems, and executing operational projects to improve service to our customers and drive efficiencies
- Participate as a key stakeholder in keeping the Town's Asset Management Program current
- Have experience with fund accounting and the reporting requirements of the MGA and UARB
- Lead the preparation of the annual operating and capital budgets
- Prepare the year-end consolidated financial statements and lead the year-end external audit
- Provide updates to Council regarding the spending of the yearly capital plan, and prepare quarterly forecasts
- Assist with costing and recommendations on capital projects, including managing the Town's long-term debt
- Provide recommendations and updates to CAO and Council regarding financial matters
- Be comfortable preparing and presenting reports for Council and other stakeholders

What we're looking for:

Qualifications:

- Minimum of five years of related experience in municipal finance and related management experience.
- University degree in accounting, finance or business administration is required
- Demonstrated ability to develop, lead and coach a team
- Excellent communication skills (Written, Verbal and Listening)
- Proficient computer skills in programs such as Microsoft 365 and accounting software
- Sound, independent problem-solving and organizational skills

Preferred Qualifications

- Accounting designation (CPA)
- Experience leading within a unionized environment

You have a choice in your career. Why not choose Middleton to join, stay and thrive in your career!

Middleton is an equal opportunity employer. We are committed to recruiting a diverse workforce and supporting an equitable and inclusive environment.

Job Type: Permanent, Full Time

Start Date: April 2, 2024

Salary Range: \$71,788 - \$93,957

To Apply: Please send your cover letter and resume as one document to hr@town.middleton.ns.ca or mail to Town of Middleton, PO Box 340, Middleton, NS B0S 1P0

Close Date: Competition will remain open until the position has been filled.

Inquiries: 902-825-4841 (ext. 105)