



MOSSEY RIVER MUNICIPALITY

JOB POSTING: Chief Financial Officer (CFO)

Location: Municipal Office located in Winnipegosis, Manitoba

Employer: Mossey River Municipality

Job Type: Full-time, Permanent

Application Deadline: Open until filled

Position Overview

The Mossey River Municipality is seeking a strategic, highly motivated leader to join our senior management team as the Chief Financial Officer (CFO). Nestled along the south shore of Lake Winnipegosis, our municipality values strong fiscal responsibility and transparent administration. Reporting directly to the Chief Administrative Officer (CAO), this role manages daily municipal finance operations, directs long-term fiscal planning, and assumes the administrative duties of the CAO in their absence. The Chief Financial Officer will serve as the senior financial advisor to Council, the CAO and department heads.

Key Responsibilities

Financial Management & CFO Operations

- Budgeting: Assist the CAO with the development, and monitor annual municipal operating and capital budgets.
- Financial Reporting: Prepare and present monthly and annual financial statements directly to Council.
- Taxation & Assessment: Manage the municipal tax levy system, assessment rolls, collections, and tax sale processes.
- Payroll & Benefits: Execute accurate municipal payroll processing and ensure compliance with provincial and federal guidelines.
- Audit Compliance: Lead year-end audit preparations and act as the primary liaison with external auditors.
- Asset Management: In conjunction with the CAO and Public Works Supervisor, implement the municipality's capital asset management plans, reserves, and long-term investments.
- Executive Support: Assist the CAO with daily administrative operations, policy implementation, and staff oversight.
- Acting CAO Duties: Assume full responsibility for administrative operations and Council meetings in the CAO's absence.
- Council Relations: Attend Council meetings and engage professionally with ratepayers, local business operators, and government officials.
- Staff Supervision: Direct Supervisor of the Administrative Assistant.
- Utility: Produce quarterly utility invoices, manage & update the utility accounts as necessary, and prepare utility rate studies as required.
- Collaborate with Public Works supervisor and assist with GIS projects.
- Other duties as assigned.

• Qualifications & Requirements

Essential Technical Skills

- Software Proficiency: Strong computer proficiency using MuniSoft programs for municipal billing, tax administration, receipting, and general ledger operations.

- Payroll Systems: Direct experience operating Paymate Payroll programs to efficiently process payroll, statutory remittances, and year-end reporting (T4s).
- Office & Excel: Advanced skills in the Microsoft Office, with proficiency in Microsoft Excel for financial modeling, data analysis, and spreadsheet management.

Education & Experience

- Education: Post-secondary degree or diploma in Accounting, Finance, Public Administration, or Business Administration is a definite asset.
- Experience: A minimum of 3 to 5 years of progressive financial and administrative leadership experience, preferably within a Manitoba municipal government setting.
- Legislation: Thorough working knowledge of *The Municipal Act*, *The Municipal Assessment Act*, *The Planning Act*, and Public Sector Accounting Board (PSAB) standards.

Assets & Attributes

- Certification: Hold or be actively working toward the Certificate in Manitoba Municipal Administration (CMMA) designation, CPA, or LGA certification is a definite asset.
- Communication: Exceptional organizational, written communication and presentation skills for delivering clear financial reports to Council and the public. Strong interpersonal skills to work effectively with Council, staff, and external stakeholders.

Attitude

- Must have a pleasant personality and positive attitude in all that you do.

Compensation & Benefits

The Mossey River Municipality offers a competitive salary that will commensurate with education and experience. Our comprehensive benefits package includes:

- Medical, dental, and vision coverage.
- Participation in the Municipal Employees Benefit Program (MEBP) pension plan.
- Professional development opportunities and funded municipal training paths.

How to Apply

Interested candidates are invited to submit a detailed cover letter and resume with three references highlighting their relevant experience as well as an expected salary to:

Loretta Woytkiewicz, CMMA
 Chief Administrative Officer
 Mossey River Municipality
 318 First Street, P.O. Box 370
 Winnipegosis, MB R0L 2G0
 Email: caomrm@outlook.com
 Phone: 204-656-4791

We thank all applicants for their interest; only those selected for an interview will be contacted. This posting will remain open until a suitable candidate is filled.