

TOWN OF KENSINGTON

MANAGER OF FINANCE & ADMINISTRATION POSITION

Join the team at one of PEI's most beautiful and fastest growing municipalities. We are seeking an experienced accountant for the Manager of Finance & Administration position. As a key member of our management team, in this hands-on role, your responsibilities range from day-to-day operations to strategic planning.

Primary responsibilities include:

- Managing and directing the financial operations of the town, ensuring compliance with municipal and accounting laws and requirements.
- Providing timely reporting and advice on fiscal matters to management team members to support operational decision making.
- Supervising, mentoring, and sharing financial expertise with administrative staff to ensure the professional development of staff is recognized and supported.
- Developing and implementing organizational and departmental policies for efficiency and risk management purposes.
- Serving as liaison with bank representatives, external auditors, CRA, provincial government departments, and other stakeholders as required.
- Ensuring accuracy and timely completion of day-to-day activities, including AR, AP, payroll (associated records, Collective Agreement management), WCB, bank reconciliations, HST compliance and returns.
- Compiling monthly financial statements and presenting to CAO and Town Council
- Preparing monthly and year end working papers for the external audit.
- Completing grant applications, with associated reporting requirements.
- Creating the annual budget in collaboration with the management team.
- Managing the financial reporting associated with capital asset and capital project initiatives.
- Completing municipal reports as required by the PEI Municipal Government Act

Qualifications:

- A degree in accounting or an equivalent combination of training and experience.
- Experience with managing and mentoring staff.
- Knowledge and experience in all areas of daily accounting functions, including GL, AR, AP, HST, and payroll.
- Knowledge and experience in budgeting, financial planning, and administration.

Hours of Work:

- 8:30 am - 4:30 pm
- Town Council & Committee Meetings

Benefits:

- \$39.56/hr to \$46.70/hr
- Group Insurance
- RRSP Contribution
- 35-hour work week

Deadline for Submission: November 14, 2025.

Please submit a cover letter and resume to:

nmacrae@kensington.ca

Director of Finance/deputy CAO