

TOWN OF KENSINGTON

MANAGER OF FINANCE & ADMINISTRATION POSION

We are seeking a highly skilled and experienced Manager of Finance & Administration. This position is well suited to a seasoned CPA in search of a work-life balance, with the opportunity to work in one of PEI's most beautiful and fastest growing municipalities.

As a key member of our management team, in this hands-on role, your responsibilities range from day-to-day operations to strategic planning. You will report to the Director of Finance/Deputy CAO and have full responsibility for full-cycle accounting by managing the overall operation of the Finance and Administration area.

Your primary responsibilities include:

- Managing and directing the financial operations and ensuring compliance with municipal government and accounting policies and regulations
- Providing advice and assistance on fiscal matters to the CAO and managers 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 polices 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 CAO, Deputy CAO, and department managers
- Managing the financial reporting associated with capital asset and capital project initiatives
- Completing municipal reports as required by the PEI Municipal Government Act

Qualifications:

- Minimum education- university business degree with a major in accounting
- CPA designation -demonstrated equivalencies as senior finance manager in a mid-sized organization will be considered
- Minimum senior finance experience of seven (7) years -municipal accounting experience considered a definite asset
- Ability and willingness to successfully work at all levels, from entry level through to final annual financial statements
- Considerable knowledge and experience in all areas of daily accounting functions, including GL, AR, AP, HST, and payroll
- Considerable senior finance level experience, with a collaborative approach, in budgeting, financial planning, and administration
- HR management experience considered an asset

Hours of Work:

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

Benefits:

- Competitive salary
- Group Insurance
- RRSP Contribution
- 35-hour work week

Salary Range \$39.56/hr-\$46.70/hr

Deadline for Submission: May 8,2026

Please submit a cover letter and resume to:

Director of Finance/Deputy CAO

N. MacRae

nmacrae@kensington.ca