



Municipal Assessment Agency
St. John's | Gander | Corner Brook |
Phone: 1-877-777-2807
www.maa.ca

Financial Officer

Internal Opportunity / Temporary

The Municipal Assessment Agency is required to provide municipalities with real property values (or assessments) in accordance with the terms and conditions of the province's Assessment Act, 2006. We are responsible for providing a fair and effective property assessment service to 235 municipalities within Newfoundland & Labrador.

Location: St. John's, Newfoundland and Labrador

Why join the Municipal Assessment Agency?

The Municipal Assessment Agency is committed to providing employees with training and overall professional growth. We provide great rewards including, but not limited to, comprehensive health benefits, flexible working arrangements, leave benefits, a continuous learning environment, employee & family assistance program, and challenging work.

The Role

The Corporate Services Division of the Municipal Assessment Agency is currently seeking a **Financial Officer**. The successful candidate will assist in the management of the overall accounting/finance operation of the Municipal Assessment Agency.

Key Responsibilities:

- Accounts payable and receivable processing and analysis
- Government remittances (HAPSAT, WHSCC, HST)
- Reconciliation of bank statements and bank deposits
- General ledger maintenance and account reconciliation
- Budget monitoring and assisting in the preparation of annual budgets
- Preparation of financial reports for leadership team as requested
- Preparation of working-papers and supporting documents for external auditor
- Support and train staff on purchasing and financial policies
- Provide customer service for municipal clients regarding accounts
- Preparation and participation in the tendering process as required
- Research and recommend policy revisions as required

Screening Criteria:

- Completion of an undergraduate Degree in Business with a concentration in accounting (equivalencies will be considered)
- Experience with full-cycle accounting
- Completion of a Chartered Professional Accounting Designation (asset)

Assessment Criteria:

- Knowledge of general accepted accounting principles and practices
- Knowledge of government accounting legislation, policies and practices
- Proficiency with financial management applications
- Ability to communicate effectively
- Ability to manage time and tasks
- Analytical skills
- Attention to detail
- Ability to work independently
- Relationship building

Salary: CG-34 (\$57,839 - \$64,428) as per NAPE Collective Agreement and based on 35 hours per week

Closing Date: March 20, 2024

Applications, quoting reference MAA.FIN.09.2024 should be submitted to careers@maa.ca.

Applicant Information:

- For additional information on this job opportunity please contact Human Resources 709-330-0855.
- An equivalent combination of experience and training may be considered.
- This is a NAPE GS bargaining unit position and as per the Collective Agreement, applicants internal to the bargaining unit will be considered prior to other candidates.
- It is the responsibility of the applicant to submit an application that demonstrates the requirements.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- Applicants must be legally entitled to work in Canada.
- This job competition may be used to fill similar positions in the future.