Director of Finance – Village of New Minas
Salary Range: $88,607 – $114,669
Location: Village of New Minas, Nova Scotia
Position Type: Full-Time

Join a Growing Municipality and Help Shape Its Financial Future
The Village of New Minas is seeking a highly skilled and forward-thinking Director of Finance to provide strategic financial leadership and ensure strong fiscal stewardship for our community. This is a key senior role responsible for overseeing all financial operations, supporting long-term planning, and maintaining the highest standards of accountability and transparency.
If you are an experienced financial professional who thrives in a collaborative environment and is motivated by public service, this is an exceptional opportunity to make a meaningful impact.

About the Role
The Director of Finance is responsible for leading the Village's financial operations, including budgeting, reporting, forecasting, procurement, and regulatory compliance. This role supports the Village Commission, senior leadership, and all municipal departments through accurate reporting, strong internal controls, and strategic financial insight.
You will play a central role in ensuring the Village can deliver high-quality services, invest in infrastructure, and plan confidently for future growth.

Key Responsibilities:

Financial Operations & Reporting
- Oversee accounts payable, accounts receivable, payroll, and general ledger functions.
- Lead monthly, quarterly, and annual financial reporting.
- Prepare financial statements and present reports to the Village Commission.
- Maintain audit-ready financial records and ensure compliance with municipal, provincial, and federal regulations.

Budgeting & Financial Planning
- Lead development of annual operating and capital budgets.
- Oversee forecasting and multi-year financial planning.
- Analyze variances and recommend corrective actions.
- Provide financial analysis to support strategic decision-making.

Policies, Controls & Risk Management
- Develop and maintain financial policies and procedures.
- Strengthen internal controls and ensure accountability.
- Oversee procurement, tendering, and vendor management.
- Ensure alignment with Village policies and best practices.

Audit & Compliance

- Coordinate annual audits and liaise with external auditors.
- Prepare audit documentation and respond to inquiries.
- Monitor legislative changes affecting municipal finance.

Leadership & Organizational Support

- Supervise finance staff and promote a culture of accuracy and service excellence.
- Support strategic planning, capital project evaluation, and financial risk assessments.
- Collaborate with Village departments, vendors, auditors, and government partners.

Qualifications

- Bachelor's degree in accounting, finance, business administration, or related field.
- CPA designation preferred.
- Minimum 5 years of progressive financial management experience, ideally in the public sector.
- Strong knowledge of municipal finance, budgeting, and reporting standards.
- Proficiency with financial software and Microsoft Office.
- Excellent analytical, communication, and leadership skills.

Why Join the Village of New Minas?

This role offers the opportunity to contribute directly to the financial sustainability and long-term success of a vibrant and growing municipality. You will work in a supportive environment where your expertise informs major decisions, strengthens public trust, and helps shape the future of the community.

How to Apply

Interested candidates are invited to submit a cover letter and résumé outlining their qualifications and experience to CAO@newminas.com.

Applications will be accepted until the position is filled.