

## **Finance Administrator**

### **Administrative Level 5 – Development Services**

#### **Competition #102**

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

**Position Conditions:** This permanent, full-time position (36.25 hours per week) will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees. The City of Brandon reserves the right to underfill this position.

**Rate of Pay:** \$28.02 - \$29.18 per hour - 2025 rates.

**Closing Date:** 11:59 PM on May 22, 2025

This competition will include testing and an interview.

#### **PURPOSE OF POSITION**

As a member of the Service Delivery team, the Finance Administrator is responsible for providing direction and specialized knowledge to the Development Services Division regarding budgeting, accounts payables, accounts receivable, and financial reporting while working under the guidelines established by the corporation.

**NOTE:** This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

#### **MANDATORY QUALIFICATIONS & EXPERIENCE**

- Grade 12, G.E.D., C. A. E.C., or Mature High School Diploma
- Graduate from a recognized post-secondary institution in a relevant field (must include accounting or business) with an earned diploma or degree
- Three (3) years experience in an administrative field to have demonstrated competence in related tasks
- Two (2) years continuous direct experience in a corporate office environment

#### **PREFERRED QUALIFICATIONS & EXPERIENCE**

- Experience working with collective agreements or corporate policies
- Municipal government experience and knowledge
- Experience working with government agencies
- An equivalent combination of experience and education shall be considered

Please contact [HR@brandon.ca](mailto:HR@brandon.ca) for a complete job description

*The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!*