



## **EMPLOYMENT OPPORTUNITY**

Public Opportunity

### Financial & Administrative Officer (Term)

The Town of Pasadena is accepting applications for the position of Financial & Administrative Officer (two year term with the potential for a permanent status).

Reporting to the Director of Finance and Administration, the Financial & Administrative Officer is responsible for the duties and maintenance of records applicable to the residential, commercial and business tax accounts, fees and other charges; municipal assessment roll maintenance; tax and other receivable collections; assisting the Director of Finance and Administration in budget preparation, statistical and financial analysis, preparing reports and financial statements, and other accounting functions; ensuring proper accounting procedures and internal controls are followed; ensure services provided are in accordance with enforcement and regulatory procedures including occupational health and safety laws, policies and procedures; receptionist and administrative support duties and responsibilities.

#### **Qualifications:**

The ideal candidate will have:

A post secondary degree in business administration, finance or accounting and possess a minimum of five years of experience in a comparative field preferable within the public sector. Knowledge and experience in the municipal sector including municipal assessments, municipal financial systems including TownSuite is an asset; demonstrated office management skills including exceptional Microsoft Office proficiency; written and oral skills; or any equivalent combination of education, experience and training acceptable to the Town.

\$31.84 per hour based on a 35-hour work week. Applicable employer pension plan, group benefits plan, annual leave, sick leave, observed holidays and five floater days per year.

The Town Pasadena recognizes the listed qualifications are desired qualifications. Candidates not meeting all qualifications are still encouraged to apply.



## **Application Process**

Applicants are invited to submit their resumes, accompanied by a cover letter in PDF format, detailing their qualifications and suitability for the position. Applications should be emailed in confidence to [hr@pasadena.ca](mailto:hr@pasadena.ca) no later than **4:30 PM on January 22<sup>nd</sup>, 2025**.

At the Town of Pasadena, we are dedicated to fostering a diverse, inclusive, and equitable workplace. We value and respect the unique perspectives, backgrounds, and talents of all individuals. Our commitment to employment equity is integral to our hiring practices, ensuring fairness and equal opportunities for all qualified candidates regardless of race, ethnicity, gender, sexual orientation, disability, religion, or any other characteristic protected by law. We strive to create an environment where every employee feels valued, respected, and empowered to contribute to our community's success.

***The Town of Pasadena wishes to thank all interested applicants. Only those selected for an interview will be contacted.***