Director of Finance

The City of Melville invites applications for a Director of Finance. Reporting to the City Manager, the Director of Finance holds a key leadership position as part of the Executive Leadership Team. This position shall manage all the financial affairs of the City of Melville, ensuring compliance with all legislative and regulatory requirements in a prudent, economical, and fiscally responsible manner to ensure the financial stability of the City.

The Organization:

The City of Melville is committed to providing service excellence for residents and to supporting the growth and well-being of employees. As a progressive employer committed to diversity and inclusion, the City recognizes that employees have different needs, responsibilities, and life experiences. To support this, the City promotes work-life balance and provides flexibility and accommodation in areas such as commuting, caregiving, volunteering, and continuing education.

The Position:

This is a full-time position working 35 hours per week. The City of Melville offers a four-day work week option to all employees. A hybrid work arrangement may be negotiated.

The Location:

The City of Melville is a welcoming and thriving community located 145Km N.E. of Regina. We neighbour the City of Yorkton which is about 43 Km N.E. We are served by Hwy's 10, 15 and 47 and are also served by Via Rail. The City has a population of approximately 4,600 people and a trading area of approximately 25,000.

For more information about our community, please visit: www.melville.ca

Responsibilities:

- Recommend financial policies to Council.
- Implement financial policies approved by Council.
- Provide financial reporting and forecasting.
- Develop internal controls and short and long-range financial budgets.
- Work in coordination with the Finance Manager to oversee all financial operations.
- Maintain and update the City's Asset Management Plan.
- Attend and participate in Council meetings, Council committee meetings and other meetings as determined by the City Manager.
- Preparation of the annual operating and capital budgets.
- Act as a consultant to Council and its committees as required.
- Prepare all financial reports and public accounts as required by *The Cities Act*.

Skills:

- The ability to establish, analyze, and audit financial records is essential.
- Ability to prepare clear and concise reports for presentation to Council and the Management Team.
- Demonstrate leadership skills.
- Effective time management skills.
- Strong interpersonal relations and the ability to deal with difficult situations with tact and diplomacy to ensure consistent application of policies/procedures and bylaws.
- Ability to deliver quality customer service.
- Strong verbal and written communication skills.
- Ability to work effectively with other senior staff and elected officials.
- Advanced skills in Microsoft Office; specifically, Microsoft Excel.
- Knowledge in municipal financial software ie. Vadim, Munisoft

Requirements:

Required

- A commerce/business or management degree/certification with a major in accounting or finance along with a minimum of five years' directly related experience in progressively more responsible positions. Lower experience levels may be considered where an individual possesses a recognized accounting designation.
- A professional accounting designation (CPA, CMA, CGA) is considered an asset.
- Three to five years of previous experience in a municipal government setting.
- Must maintain a clear criminal record check and be bondable.

Preferred

- Local Government Administration or other related courses in municipal government operations and financing.
- Formal training in computer operations, information systems, project management, and general office administration.

Salary & Benefits:

- Salary Grid 8: $118,271.79 - $137,109.42 (effective January 1, 2027)
- A comprehensive benefits package including extended health coverage, dental coverage, insurance, pension, paid leave, time in lieu, and professional development opportunities.

How to Apply:

Please submit your cover letter, resume, and any inquiries regarding the position to Jeremy Fairbarn, City Manager: jfairbarn@melville.ca. While the position will remain open until filled, first consideration will be given to applications received by Friday, November 27, 2026, at 11:59 p.m.

For a complete job description please visit www.melville.ca/employment-opportunities