

HAMIOTA MUNICIPALITY

75 Maple Avenue East, Box 100, Hamiota MB R0M 0T0
Phone (204) 764-3050, Fax (204) 764-3055, email: info@hamiota.com

Finance Officer

Full-Time Permanent

Join Our Team

The Hamiota Municipality is seeking a knowledgeable, detail-oriented, and collaborative **Finance Officer** to lead the Municipality's financial operations. Reporting directly to the Chief Administrative Officer, the Finance Officer is responsible for financial planning, budgeting, accounting, payroll oversight, taxation, risk management, financial reporting, and ensuring compliance with municipal legislation.

Key Responsibilities

Financial Management & Budgeting

- Lead the Municipality's annual budget process.
- Prepare monthly and annual financial statements and reports
- Present financial information to Council as requested.
- Coordinate the annual external audit process.
- Develop and maintain strong financial controls and reporting systems.
- Manage municipal cash flow, investments, reserves, and banking relationships.
- Ensure compliance with the Municipal Act, Public Sector Accounting Board (PSAB) standards, and other applicable legislation.
- Prepare and oversee financial by-laws and statutory financial reporting.

Taxation & Revenue Administration

- Administer the municipal tax roll and taxation system.
- Manage the tax sale process and collection activities.
- Process supplementary taxes and assessment changes.
- Complete required provincial reporting, including gas tax reporting and GST.
- Maintain financial reporting requirements through Manitoba Municipal Online (MMO).

Payroll & Benefits Administration

- Process payroll for employees, Council members, and various community groups.
- Administer employee payroll remittances.
- Prepare Records of Employment, T4s, and year-end payroll reporting.
- Serve as the primary contact for payroll and benefit inquiries.

Accounts Payable & Utility Administration

- Oversee accounts payable functions and invoice processing.
- Prepare accounts payable reports for Council approval.
- Monitor vendor accounts and reconciliations.
- Oversee utility and fibre billing operations.



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Risk Management & Asset Management

- Coordinate municipal insurance and risk management activities.
- Maintain capital asset inventories and PSAB reporting.
- Ensure financial records are archived in accordance with provincial regulations.
- Assist with financial research, special projects, software updates, and continuous process improvements.

Qualifications

The successful candidate will possess:

- Completion of Grade 12.
- Post-secondary education in accounting, finance, or a related discipline is required
- Designation as a CPA (Chartered Professional Accountant) or CMA (Chartered Management Accountant) is considered an asset
- Three (3) years of municipal experience is preferred but not required.
- A **Certificate in Manitoba Municipal Administrators** is preferred.
- Advanced accounting and financial management experience.
- Strong knowledge of municipal legislation, including the Municipal Act.
- Experience preparing budgets, financial statements, audits, payroll, taxation, and financial reporting.
- Excellent written, verbal, organizational, and analytical skills.

Technical Skills

Experience with:

- Municipal accounting software is an asset
- Microsoft Programs
- General office technology including scanners, printers, photocopiers, etc.

Desired Competencies

- Integrity, professionalism, and sound judgment
- Excellent attention to detail
- Strong leadership and organizational skills
- Effective problem-solving and analytical abilities
- Excellent communication and interpersonal skills
- Diplomacy, tact, and confidentiality
- The ability to manage competing priorities and meet deadlines
- A commitment to continuous improvement and exceptional public service



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Professional Development

The successful candidate will maintain membership requirements through ongoing professional development with the Manitoba Municipal Administrators Association and Manitoba Municipal Association, including attendance at conferences and training as required.

Why Join Hamiota Municipality?

This position offers an opportunity to make a meaningful contribution to the financial sustainability and long-term success of the Municipality. The Finance Officer plays a key leadership role in supporting Council, administration, and the community through sound financial management and strategic planning.

Hamiota Municipality is committed to providing staff with professional development and career growth. We offer a competitive salary and employer paid benefits.

To Apply

To apply for this opportunity, please send your cover letter and resume outlining your qualifications and experience as well as salary expectations to the Chief Administrative Officer, at cao@hamiota.com.

A review of applications will begin on August 24, 2026, however, the position will remain open until filled.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

For accommodations or alternative formats, contact cao@hamiota.com or 204-764-3050

