



EMPLOYMENT OPPORTUNITIES
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EMPLOYER

Invites applications from qualified candidates for the following vacancy:

Public Service Alliance of Canada (PSAC)
Assistant Budget and Accounting Manager (Pay Band 2)

- Competition:** #17-038
Availability: Internal, PSAC Members only
Location: Office of the Superintendent – Miramichi, NB
Term: Permanent Position
Start Date: April 18, 2017
Posting Date: Monday, March 6, 2017
Closing Date: Monday, March 20, 2017

DUTIES: Reporting to the Budget & Accounting Manager, this position is expected to contribute to the effective and efficient operation of the budget and accounting department by ensuring that the district/school is in compliance with all the rules and regulations of generally accepted accounting practices; assisting in the forecasting, analysis, review and preparation of timely and accurate monthly reports and make recommendations accordingly; management of the accounts receivable function; assisting in the year-end activities as requested by the Budget and Accounting Manager; assisting in providing financial guidance, on-going support and training to the district/school financial users; prepare and monitor service contracts; act as a liaison with suppliers and other agencies; and other duties as may be assigned.

QUALIFICATIONS: Applicants must possess a university degree in Business Administration or Commerce or a related field with a major in finance or accounting and a minimum of two years related work experience. Strong interpersonal, organizational, interpretation, analytical, communication and computer skills are essential. Applicant must be proficient in the use of the Microsoft Office products and experience in a computerized accounting environment is essential. A combination of education and experience may be considered. Excellent written and spoken competence in English is essential. Subject to the responses to this competition, education and experience requirements may be raised.

SALARY: In accordance with the current collective agreement between PSAC and Treasury Board.
Pay Band 2: Effective April 1, 2017: \$1548 to \$2161

Please apply in writing and include a detailed resume, and at least two work related references.

Attention: Lori Murdock, Human Resources Officer
Anglophone North School District
78 Henderson Street
Miramichi, NB
E1N 2R7

Fax: (506) 778-6090 or email to ASDNJobs@nbed.nb.ca

Only those selected for an interview will be contacted. Competency tested may be part of the interview process.