



FINANCIAL ACCOUNTANT

CLOSING DATE – 8:30 AM – August 27, 2026

THE OPPORTUNITY

The Town of Oromocto is seeking a motivated and detail-oriented professional to join our Finance Department as a **Financial Accountant**.

Reporting to the Manager of Finance and Accounting, the Financial Accountant plays a key role in supporting the Town's financial operations, budgeting, financial reporting, regulatory compliance, audit preparation, and continuous improvement initiatives. This position helps ensure the integrity of financial records, maintains strong financial controls, and supports informed decision-making through accurate and timely financial information.

This role also provides an exciting opportunity to contribute to process modernization, technology improvements, and succession planning within the Finance Department. Working closely with the Manager of Finance and Accounting, the successful candidate will gain broad exposure to municipal finance while helping improve financial processes and service delivery across the organization.

WHY OROMOCTO

Located in New Brunswick's Capital Region, Oromocto is home to Canadian Forces Base Gagetown, one of the largest military training centres in the Commonwealth. The Town combines the advantages of a well-served urban centre with a strong sense of community and small-town charm.

With excellent municipal services, beautiful parks and trails, access to waterways, and close proximity to Fredericton, Saint John, and the Fredericton International Airport, Oromocto offers an exceptional quality of life for residents and employees alike.

WHAT WE OFFER

- Defined Benefit Pension Plan
- Comprehensive Benefits Package or Benefit Allowance
- Vacation and sick leave credits
- Employee and Family Assistance Program (EFAP)
- Professional development and training opportunities
- Career growth opportunities within a progressive municipal organization
- Meaningful work supporting the financial sustainability of a growing community



KEY RESPONSIBILITIES

The Financial Accountant supports a broad range of accounting, budgeting, reporting, and process improvement activities, including:

- Preparing financial reports, journal entries, reconciliations, and budget analyses.
- Supporting annual budgeting, forecasting, year-end activities, and external audits.
- Completing regulatory reporting requirements, including HST returns and Statistics Canada submissions.
- Maintaining strong financial controls and accurate accounting records.
- Identifying opportunities to improve financial processes, systems, and reporting practices.
- Assisting with the implementation of new processes, technologies, policies, and procedures.
- Collaborating with departments throughout the organization to support financial operations and continuous improvement initiatives.
- Providing support during Town events, special projects, emergency operations, and other assignments as required.

QUALIFICATIONS

Essential Qualifications

- Bachelor's degree in accounting, Finance, Business Administration, or a related field.
- Three (3) to five (5) years of progressive accounting or finance experience.
- Strong knowledge of accounting principles, financial reporting, and financial analysis.
- Excellent analytical, organizational, and problem-solving skills.
- Strong computer skills and proficiency with financial software and business applications.
- Ability to work independently while contributing effectively within a team environment.

Preferred Qualifications

- CPA designation or actively pursuing designation.
- Experience with Sage Accounting Software.
- Experience with budgeting, audit preparation, and financial reporting.
- Experience leading process improvement or organizational change initiatives.
- Knowledge of municipal government accounting practices.
- Excellent communication and relationship-building skills with a commitment to continuous improvement.



SALARY / HOURS

This is a permanent full-time position. The Financial Accountant works primarily Monday through Friday; however, occasional attendance outside normal business hours may be required.

Salary: Pay Band 4 (\$68,392.00 - \$85,490.00), in accordance with the Town's Salary Administration Policy for Non-Unionized Employees. Starting salary will be determined based on qualifications and experience.

Please submit a cover letter and resume demonstrating how you meet the qualifications for this position no later than **8:30 AM on August 27, 2026** to HR@oromocto.ca with the subject line:

Financial Accountant – "Your Name"

The Town of Oromocto is an equal opportunity employer. We thank all applicants for their interest; however, only those selected to move forward in the recruitment process will be contacted.

For Further Information Contact: HR@oromocto.ca