

Municipality of the County of Pictou

Manager of Revenue

POSITION SUMMARY

The Municipality of Pictou County is seeking a qualified and motivated professional to fill the full-time position of Manager of Revenue. This middle management role supports the Chief Administrative Officer and Director of Finance/ Deputy Treasurer in the leadership, coordination, and delivery of the accounts receivable processes, analyzing financial information, monitoring financial activities within the organization, preparing financial reports, managing accounts payable, reviewing payroll, and supporting budgeting and audit processes.

QUALIFICATIONS:

- Bachelor's degree in accounting or finance
- 2-5 years' experience in office environment and managing employees
- Strong understanding of GAAP, financial reporting, and accounting principles
- Proficiency in Excel and accounting software
 - (GP would be considered an Asset)
- Familiarity with Microsoft 365 suite
- Excellent attention to detail, analytical, and problem-solving skills
- Ability to work independently and manage multiple tasks effectively
- Strong communication and interpersonal skills

JOB DUTIES AND RESPONSIBILITIES

- 1) Provide direct management of the finance department in accordance with the Human Resources policies of the Municipality and further, discuss and resolve matters of interest and concern to such staff.
- 2) This role ensures property tax and transactional data is accurate and provides project oversight in relation to tax sales and municipal programs related to property taxation.
- 3) The position also prepares the municipality for the tax sale:
 - i) Collaborate with the Deputy Treasurer/ Director of Finance to maintain consistent receivable balances.
 - (1) by overseeing payment agreements
 - (2) managing outstanding tax receivable balances in accordance with the Municipal Government Act.

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- (3) Follow collection strategies to mitigate customer objections to making timely A/R payments
 - (4) Oversee the Issuance timely reminder notices for taxes and water receivables. Review all credit balances, refunds, and adjustments, and apply adjustments and/or corrections to billing records when necessary.
- 4) To provide the proper posting and reconciling daily cash receipts, invoicing, reconciliation of accounts receivable and bank accounts.
 - 5) To monitor the operating budget and capital spending while assisting with the financial aspects of various projects and reporting results to department directors.
 - 6) Assist in the creation and monitoring of budgets and help prepare for year-end external audits through working papers and reconciliation of accounts for all departments.
 - 7) Assist in processing corrections as required and aid in completion of monthly bank reconciliations.
 - 8) Ensure receipts are processed for payments and post and reconcile customer payments to general ledger.
 - 9) Post A/R data to balance sheets, income statements, and reconcile relevant documentation.
 - 10) Review daily deposits, balance daily A/R batches, prepare and distribute reports and statistics to key personnel as required.
 - 11) Provide annual receivable reconciliations to Director of Finance for audit purposes.
 - 12) Investigate and resolve billing discrepancies or misapplied cash transactions.
 - 13) Prepare for and assist with year-end close and annual audit process across all departments.
 - 14) Attend Council meetings and stakeholder meetings as required.

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COMPENSATION

Salary Range - \$75,000.00 – \$90,000.00 (commensurate with qualifications and experience)

HOW TO APPLY

The Municipality of Pictou County has committed to building an environment that values community, inclusion, and opportunity for all. As we continue to grow and evolve, it is essential that every resident—regardless of background, identity, or experience—feels welcomed, valued, heard and at home.

Interested candidates are invited to submit a resume and cover letter no later than **January 30th, 2026** outlining their qualifications and experience to Brian Cullen, Chief Administrative Officer Brian.Cullen@munpict.ca.