



# OPPORTUNITY BRIEF

**JOIN THE VALLEY WASTE & TIDAL TRANSIT TEAM AS**

## **SHARED FINANCE MANAGER**

**Joint Management Appointment (50% Valley Waste-Resource Management/50% Tidal Transit Authority)**

**Full-Time**

**Kentville, NS (Valley Waste), New Minas, NS (Tidal Transit)**



**LEAD FINANCIAL STEWARDSHIP, INTERNAL CONTROLS, AND FISCAL SUSTAINABILITY ACROSS TWO VITAL WESTERN REGION OF NOVA SCOTIA PUBLIC AUTHORITIES.**



## WELCOME TO VALLEY WASTE & TIDAL TRANSIT

Thank you for your interest in joining our leadership team as the Shared Finance Manager.

This shared management appointment unites two vital regional public bodies dedicated to serving the Western Region of Nova Scotia: Valley Waste-Resource Management and Tidal Transit Authority.

At Valley Waste, we proudly serve the Municipalities of Annapolis and Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton, and Wolfville, helping our communities reduce waste, conserve resources, and build a more sustainable future. Valley Waste is known for being a collaborative, forward-thinking, and respectful workplace where innovation, public service, and community partnerships drive environmental impact.

At Tidal Transit, our dedicated team is committed to delivering safe, reliable, and customer-focused public transportation services throughout the Western Region of Nova Scotia. Operating in an engaging, team-oriented environment, Tidal Transit connects people, strengthens accessibility, and makes a meaningful difference in the daily lives of residents across our communities.

Both organizations have established proactive goals to ensure safe, healthy workplaces that are free of accidents, injuries, and occupational or psychological illness. By stepping into this shared role, you will become a cornerstone of our senior management teams, upholding high standards of fiscal integrity, transparency, and public accountability.

## WHY THIS ROLE MATTERS

Effective regional public service delivery depends on strong fiscal foundations. The Shared Finance Manager ensures that public funds are managed responsibly, transparently, and in strict adherence to municipal legislation, professional standards, and board policies.

Serving both solid waste-resource management and regional public transit, you will provide the financial clarity, reliable forecasting, and rigorous internal controls that leadership and oversight boards need to make informed, strategic decisions. By aligning resources across two essential bodies, you help optimize taxpayer dollars and modernize organizational practices. Your work directly enables both organizations to maintain public trust, invest wisely in community infrastructure, and deliver dependable, essential services to residents across the region. In doing so, this role helps build a more resilient, connected, and environmentally sustainable region for years to come.



## THE OPPORTUNITY

Valley Region Solid Waste-Resource Management Authority and Tidal Transit Authority are seeking a strategic, detail-oriented, and collaborative Shared Finance Manager to oversee the complete accounting, financial management, and business administration functions of both entities.

Splitting time equally (50/50) between both authorities, you will report to the General Manager of each organization and participate as a senior member of each management team. You will lead full-cycle accounting operations, guide annual operating and capital budgets, direct external audit preparations, oversee internal controls and risk mitigation, and maintain positive relationships with municipal finance officers, provincial departments, and external partners.

This is a dynamic opportunity for a finance professional who thrives in a multi-stakeholder environment and wants to make a lasting, tangible impact on regional environmental sustainability and public mobility.

## WHAT YOU'LL BE DOING

As the Shared Finance Manager, you will be responsible for the accuracy, reliability, and dependability of all financial records, processes, and internal controls across both authorities:

### Financial Reporting & Governance

- Direct the preparation of accurate, timely monthly, annual, and recurring financial statements, including cash flow forecasts and variance analyses, and present them to Senior Leadership and the Valley Regional Services Board.
- Prepare comprehensive financial statements in conjunction with annual external audits and liaise with independent auditors.
- Direct all statutory reporting to Service Nova Scotia and Municipal Relations and other provincial and federal departments/agencies in a timely manner.
- Attend Board and Committee meetings as required, including providing staff support to Investment Committees where established.

### Budgeting & Financial Operations

- Actively participate in the preparation, coordination, and monitoring of departmental operating and capital budgets.
- Monitor all expenditures against authorized budgets, ensuring proper coding, recording, and timely variance advisement to senior leadership.
- Prioritize departmental resources, outcomes, and workloads in consultation with organizational leadership and staff.
- Oversee and administer purchasing, accounts payable, accounts receivable, and collections, ensuring adherence to policy for overdue accounts.
- Prepare and release organizational invoicing and maintain statistical reports related to operations.

## Risk Management & Internal Controls

- Design, implement, and monitor strong internal control frameworks to mitigate operational risk and prevent error or fraud.
- Conduct routine tests, inspections, and reviews to verify financial system integrity.
- Develop and maintain business processes and accounting policies that promote accuracy, efficiency, and consistency across both authorities.

## Health, Safety & Corporate Planning

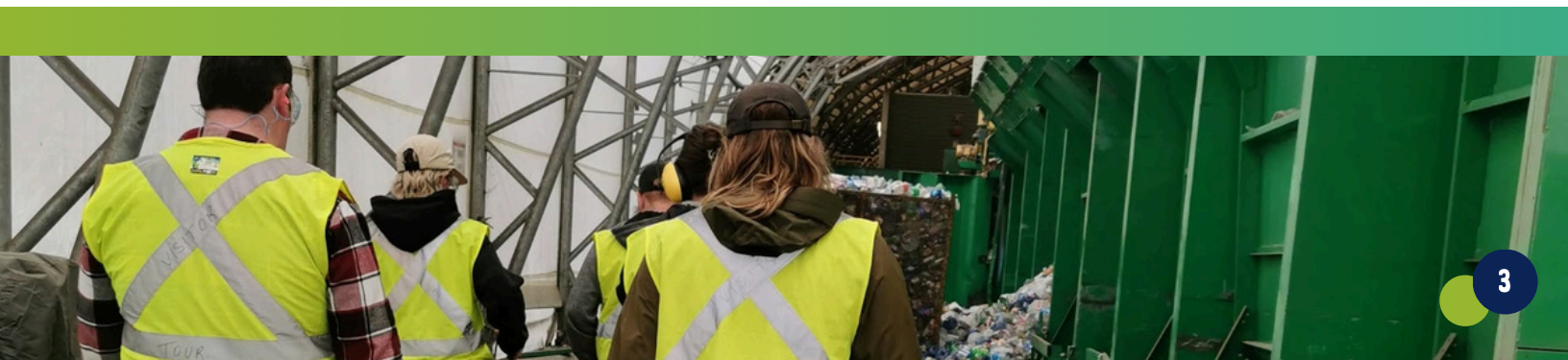
- Participate as a senior management team member in developing corporate and program goals through annual corporate planning processes.
- Support organizational health and safety outcomes by providing financial and analytical data, following safe work practices, and participating in safety committees or workplace audits.

# WHAT SUCCESS LOOKS LIKE

Success in this role means providing sound financial leadership and transparent stewardship that inspires confidence across both boards, municipal partners, staff, and the communities we serve. You will ensure both authorities remain fiscally resilient, compliant, and well-positioned to achieve their operational goals.

In this position, success will look like:

- **Fiscal Clarity & Strategic Insight:** Financial statements, variance analyses, and cash flow forecasts are timely, accurate, and provide leadership and boards with the data needed for informed decision-making.
- **Audit & Regulatory Excellence:** Year-end external audits are clean and efficient, with all statutory reporting to provincial and municipal partners completed accurately and on schedule.
- **Robust Controls & Risk Mitigation:** Modern internal controls and operating procedures are consistently applied, safeguarding public funds and preventing errors or fraud.
- **Balanced Dual-Entity Leadership:** Priorities and workloads are managed effectively between Valley Waste and Tidal Transit, ensuring responsive, equitable support for both General Managers and their teams.
- **Collaborative Budgeting & Accountability:** Capital and operational budgets are developed smoothly alongside department heads, fostering strong fiscal discipline and trust with funding partners.
- **Efficient, Modern Systems:** Purchasing, invoicing, accounts receivable, and collections processes run smoothly through effective use of financial software and continuous process improvement.
- **External Partnerships:** Trusted relationships are maintained with municipal finance officers, provincial bodies, and auditors to support sound governance.
- **People & Safety Culture:** Finance teams are supported and mentored, while championing safe and healthy workplace practices across both offices.





## WE'RE LOOKING FOR SOMEONE WHO...

Brings solid governmental accounting knowledge, sound ethical judgment, and an approachable, collaborative management style. You are adept at translating complex balance sheets and variances into actionable business insights for operational leaders and board members alike.

### Required Qualifications & Experience

- **Education:** University Degree or Diploma in Accounting, Finance, Business Administration, or a closely related field.
- **Experience:** Ideally five (5) years of progressive financial management and accounting experience within the municipal sector.
- **Technical Knowledge:** Considerable knowledge of modern governmental accounting theory, principles, public finance, fiscal planning, and internal control systems.
- **Standards & Legislation:** Thorough familiarity with Public Sector Accounting Board (PSAB) standards, provincial municipal regulations, and Nova Scotia's Municipal Government Act (MGA) and Authority By-Laws.
- **Software & Systems:** Considerable experience with computerized financial applications, enterprise accounting software, and office automation tools.
- **Licensing & Travel:** Valid Nova Scotia Driver's License and willingness to travel between sites across the region.
- **Flexibility:** Willingness and ability to work flexible hours when necessary to meet board schedules or budget deadlines.

### Standout Assets

- A recognized professional accounting designation (CPA) in good standing.
- Demonstrated experience with shared service agreements or dual-reporting organizational models.
- Direct experience presenting financial packages to municipal councils, boards, or commissions.

## WHY JOIN US?

At Valley Waste-Resource Management and Tidal Transit Authority, we believe meaningful work starts with people who care about their communities, the environment, and the tangible impact they can make every day. We are proud of the vital public services we deliver, and we know our continued success comes from dedicated teams who support one another, take pride in what they do, and share a commitment to doing things well.

Both of our organizations foster collaborative, supportive, and respectful workplace cultures built on trust, psychological safety, and open communication. We take our responsibilities to the public seriously, but we also place a high value on a positive workplace where people enjoy coming to work. We celebrate our shared successes, find time to share a laugh, and create an atmosphere where questions are welcomed, innovative ideas are embraced, and leaders are empowered to make a lasting difference.

In this shared management role, your voice and expertise truly matter. You won't just be managing spreadsheets in a back office; you will be an essential strategic partner and trusted advisor to senior leadership and the Valley Regional Services Board across the region. Whether you are helping guide multi-year capital plans, mentoring staff, streamlining financial systems, or collaborating on regional initiatives, you will be part of a team where leaders roll up their sleeves and work together to get things done.

When you join our leadership team, you will find:

- **High-Impact, Purpose-Driven Leadership:** Direct influence over the financial sustainability of two essential regional mandates: protecting our natural environment through waste diversion and connecting our communities through accessible public transit.
- **A Supportive, Down-to-Earth Executive Culture:** Management teams that value transparent communication, mutual respect, shared accountability, and practical problem-solving.
- **Strategic Influence & Autonomy:** The latitude to modernize financial systems, design robust internal controls, and leave an enduring mark on regional public governance.
- **Collaborative Inter-Municipal Partnerships:** The opportunity to build strong, trusted working relationships with municipal finance officers, provincial bodies, board members, and operational teams.
- **Professional Growth & Variety:** A dynamic dual-organization environment where no two weeks look the same, offering continuous challenge without losing sight of work-life balance.
- **A Workplace That Values Well-Being:** Organizations that actively champion employee health, safety, and continuous professional growth.

If you are looking for a leadership opportunity where your financial acumen has purpose, your perspective is genuinely valued, and you are surrounded by people who care deeply about the communities they serve, we would love to hear from you.

## COMPENSATION & BENEFITS

At Valley Waste-Resource Management and Tidal Transit Authority, we provide a competitive executive compensation package that recognizes the value of experienced financial leadership and supports your overall well-being.

The successful candidate will receive:

- **Salary Range:** \$95,000 – \$123,000 annually, with starting placement based on qualifications, municipal accounting experience, and demonstrated leadership skills.
- **Comprehensive Benefits Package:** 60% Employer, 40% Employee contribution
- **Pension Plan:** Participation in the municipal pension program - 8% employer match.
- **Vacation Entitlement:** Three weeks annually.
- **Professional Development:** Financial support for CPA professional dues and continued learning opportunities.
- **Flexible Work Arrangements:** Balanced scheduling across both administrative offices to support productivity and work-life balance.





## EQUITY, DIVERSITY, INCLUSION & ACCESSIBILITY

Valley Waste-Resource Management and Tidal Transit Authority are committed to building diverse, inclusive, and respectful workplaces where everyone feels welcome and valued. We encourage applications from all qualified individuals, including Indigenous Peoples, African Nova Scotians and other racially visible persons, persons with disabilities, women in underrepresented occupations, members of the 2SLGBTQIA+ community, and individuals of all backgrounds and identities.

**If you require accommodation at any stage of the recruitment process, please notify us, and we will work with you to meet your needs confidentially and respectfully.**

## HIRING PROCESS

We want our hiring process to be transparent, welcoming, and a chance for us to get to know one another. Here's what you can expect:

- Step 1: Application Review – Careful screening against role competencies and qualifications.
- Step 2: Preliminary Interview – An introductory discussion to explore your background and fit with both organizations.
- Step 3: Formal Panel Interview – A comprehensive interview with senior leaders from Valley Waste and Tidal Transit.
- Step 4: Background Verification & Offer – Credential confirmation, professional reference checks, and criminal background screening.

## READY TO MAKE A DIFFERENCE?

Please demonstrate in your application how you meet the qualifications, and don't forget to be yourself; we want to get to know not only your background but also a bit about you.

**To apply for this position, please email your application (cover letter and resume) to [careers@vwrn.com](mailto:careers@vwrn.com).** We believe in finding the right person rather than the fastest person. We have not set a formal deadline for this position; the posting will remain active until the successful candidate is found. We encourage early applications. Interested candidates may also email [careers@vwrn.com](mailto:careers@vwrn.com) to request a copy of the full official job description.

*Any offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all of the following: references, employment verification, criminal background, and education.*