



VILLAGE OF BURK'S FALLS
is seeking a
Cost Accounting Intern

The Village of Burk's Falls is a vibrant and thriving community offering a natural lifestyle with a population of 981. The Village is situated in the Almaguin Highlands, which has a population of 20,000+, and located 30 minutes north of Huntsville, an hour south of North Bay and just shy of 3 hours north of Toronto. The Village thrives on a strong sense of community engagement and support, offering residents a sense of small community living while providing the amenities expected from larger towns.

Job Description:

- Develop and maintain the Village's asset management plan, including strategies, policies, and procedures.
- Develop and enhance asset management decisions frameworks, business processes and tools to incorporate forecasting, prioritization, risk analysis, and costing to benchmark results and evaluate financial performance.
- Develop KPIs and reporting KPIs to better track the performance of the Village.
- Develop and support the capital investment plan across all service areas by assessing targets, asset performance and level of risk.
- Prepare comprehensive reports and recommendations based on asset management analysis for staff and Council.

Education/Experience:

- Post-secondary education in Finance, Accounting, Commerce, Economics, or related discipline.
- Strong knowledge of financial planning including capital and operating budgeting, as well as the Public Sector Accounting Board as it relates to tangible capital assets.
- Demonstrated knowledge of asset management planning for capital infrastructure.

Candidate Criteria:

- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed.

Rate of Pay will be \$22.00 per hour with a 35-hour work week.

For the Workforce Development Stream

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

Please submit your resume with covering letter on May 9th, 2022, before 12:00 p.m.

Identify, "Cost Accounting Intern"
Village of Burk's Falls Municipal Office
172 Ontario Street, Burk's Falls P0A 1C0

Or during normal office hours

Or by email at clerk@burksfalls.ca

Only those selected for an interview will be contacted. In accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act please advise us of any accessibility needs required throughout the process. Personal information provided by the applicants is collected under the authority of the Municipal Act, 2001 and will be used for candidate selection only.