



Canadian Association of Government Finance Officers

## MANAGER OF OPERATIONS AND MEMBER SERVICES

The **Canadian Association of Government Finance Officers (CAGFO)**, formerly the Government Finance Officers Association of Western Canada (WCGFOA), is one of the oldest organizations representing Government Finance Officers in Canada since the 1970's. We are a professional association and our members represent over 1,000 local governments. CAGFO's mission is to promote excellence in government finance and our strategic plan is to focus on regional and national issues while broadening our appeal across the country.

CAGFO is a progressive organization; growing to support the needs of its members and Board of Directors. With a new strategic plan, national membership and board composition, and commitment to continually support and partner with the provincial GFOA organizations in their local endeavors, the organization is looking forward to an exciting year in 2019.

We produce a major annual conference for local and provincial government finance officers in Canada to assist in their training and development. We also provide networking opportunities and a National job posting service for public sector finance officers.

Reporting to the CAGFO Board of Directors or Board Designate, this part-time contract position is responsible for organizing and coordinating the annual conference, member and sponsor/trade show management, publications, communications, financial functions and other duties required to support the CAGFO Board, membership and overall operations.

Considerable independence of judgement and action is exercised in the performance of the work. Candidate should characterize building relationships, fostering teamwork, organization, problem solving, communication and results oriented skills.

The successful candidate will have a minimum of 5 years progressive experience in administration and/or project management. Event management experience and a good understanding of local government and the role of the finance officer in the delivery of local government services would be considered assets.

Additional information about CAGFO as well as a detailed job description of the posting can be found at CAGFO's website: [www.cagfo.ca](http://www.cagfo.ca). Inquiries may be directed to the CAGFO Vice President, Noreen Kassam, via email at [careers@cagfo.ca](mailto:careers@cagfo.ca). Interested applicants should email their cover letter and resume to [careers@cagfo.ca](mailto:careers@cagfo.ca) by **September 30<sup>th</sup>, 2018**. Please reference *Manager of Operations and Member Services* in the subject line of the e-mail.