



JOB DESCRIPTION

Director of Finance

DEPARTMENT: FINANCE
PREPARED BY: Dianna Plouffe, Director of Corporate Services
DATE PREPARED: January 3, 2019 **REVISED:**
HOURS OF WORK: Monday to Friday, and other times as required.

Salary position, requiring hours as needed and including, but not limited to, 35 hours per week and attendance at Council, Committee and Finance meetings as requested by the Chief Administrative Officer.

POSITION SUMMARY

Reporting to the Chief Administrative Officer, the Director of Finance is responsible for the overall direction and control of the accounting, financial reporting, budgeting, financial forecasting, investing, revenue collections, property taxation, payroll and expenditure control functions of the Town.

The Director of Finance is also responsible for the overall direction of Information Technology for the municipality.

As a member of the Senior Management Team, this position is required to participate in the overall planning, administration and management of the Town. The Director of Finance performs all the statutory duties as required under *the Local Government Act* and *Community Charter* as the designated Financial Officer, Collector and a Town Financial Signing Officer.

The Director of Finance is a member of the Town's Emergency Management Team as the Finance Director in the event of that an Emergency Operation Centre is activated.

DUTIES AND FUNCTIONS

1. Oversee centralized accounting services, including accounts payable, accounts receivable, utility process, payroll and billing.
2. Oversee the annual property taxation process.

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3. Be responsible for financial services including financial analysis, financial bylaw preparation, cost recovery calculations, effective management of tangible capital asset accounting and reporting, long term financial planning, reserves and debt management, financial policy, grant reporting, and other financial management, information and advice.
 4. Coordinate, prepare, review and recommend Town annual capital and operation budgets; monitor and administer approved budgets and report on same.
 5. Review and monitor departmental budgets and provide advice, assistance and guidance to departments on improving financial accountability, financial impact, options for business solutions and business plans.
 6. Prepare all annual financial statements and report on municipal financial affairs for other levels of government, administrative officials, Council and the general public.
 7. Develop and administer financial policies, procedures and programs that contribute to good financial management of the Town.
 8. Ensure compliance with all Federal and Provincial financial requirements, including requirements of the Public Sector Accounting Board.
 9. Identify risk and ensure risk management and liability exposures are addressed and monitored.
 10. Identify and obtain proper insurance coverage for the Town liabilities, property and vehicles.
 11. Be responsible for the efficient and effective operation of IT functions of the Town, including installation, use and maintenance of hardware, software, network services, and telephony for all Town operated facilities.
 12. Oversee the development and implementation of financial systems and controls which respond to the services needed by Council, public and Town departments.
 13. Provide leadership to the Finance Department team through delegation, coaching, professional development, guidance, empowerment and motivation while managing and maintaining performance at a high level.
 14. Manage and direct activities of the Finance Department and make effective use of staff and resources to meet established departmental work objectives including: development of staff, supervision and appraisal, and approval of training programs.

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15. Proactively initiate the formulation and recommendation of short and long term fiscal strategies including the preparation of a five year financial plan for the Town and define financial goals and objectives in keeping with such plans.
 16. Coordinate the annual audit with external auditors.
 17. Liaise with service providers such as banks and investment providers to ensure financial dealings are appropriate.
 18. Review and prepare Town Fees and Charges Bylaws when applicable.
 19. Act as an Advisory to Committees, as requested by Chief Administrative Officer.
 20. Perform other related duties, as requested by the Chief Administrative Officer.

QUALIFICATIONS: Education and Training

- Professional accounting designation (C.A., C.G.A., or C.M.A) and member in good standing with CPA Canada.
- Minimum five (5) years' experience within municipal financial administration.
- Minimum five (5) years' experience in a leadership/supervisory position.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

- Ability to communicate in a clear and concise manner (oral and written) that serves to clarify intent, achieve goals and detail the complexities of any given situation.
- Ability to play a leadership role by exercising tact, diplomacy and respect for others.
- Ability to create commitment, develop motivation and demonstrate leadership in organizational change.
- Ability to build and maintain effective working relationships with staff at all levels in the organization.
- Ability to provide supervision, leadership, and direction to unionized staff including motivating, training and conducting performance reviews.
- Ability to work as part of a team.
- Ability to establish and maintain positive working relations with members of Council.

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- Ability to use discretion when handling sensitive, high level or confidential matters.
 - Strong organizational skills including a demonstrated ability to multi task, organize, and prioritize work within a fast paced and change oriented work environment and within established deadlines.
 - Ability to work independently without immediate supervision.
 - Ability to solve problems and to exercise initiative and provide innovative solutions.
 - Advanced level of proficiency with Microsoft Office Suite software and applications (e.g. Excel, Word, PowerPoint and Outlook).
 - Proficient in the use of local government financial software (e.g. Vadim).
 - Thorough knowledge of the *Community Charter, Local Government Act* and other related statutes/laws.

APPROVED BY:



Anne Yanciw
Chief Administrative Officer

January 3, 2019