



## EMPLOYMENT OPPORTUNITY

### Director of Finance

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Reporting directly to the Chief Administrative Officer (C.A.O.), the Director of Finance is responsible for all aspects of the financial operations of the Town of High Level in accordance with the Municipal Government Act and all related Bylaws. The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer in order to facilitate job knowledge and performance.

Position is 75 hours bi-weekly

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#### **EDUCATION REQUIREMENTS**

The minimum level of education required to perform these responsibilities are:

- Possession of a degree in accounting and/or finance;
- CGA, CMA, CA or other accredited accounting program designation;

#### **EXPERIENCE REQUIREMENTS**

The minimum experience required to perform these duties are:

- Five (5) years experience in an accounting and office environment with three (3) years experience in a senior Local Government accounting capacity;
- Experience in a senior supervisory capacity;
- Experience in a Municipal Government environment, preferably Alberta;
- Ability to interpret and utilize relevant Bylaws and the Province of Alberta *Municipal Government Act*;
- Competency with a variety of computer programs and customized municipal accounting software;
- Effective written and oral communications skills, public relations and personnel aptitudes;
- Ability to deal with staff, governments, and the public in matter of some sensitivity in a courtesy, diplomatic, and tactful manner.

Salary will be commensurate with qualifications and experience. A comprehensive benefits package is also provided.

Job Descriptions are available at the Town Office and on the website [www.highlevel.ca](http://www.highlevel.ca) .Please apply to:

**Human Resources**  
Town of High Level, 10511 –103 Street  
High Level, AB T0H 1Z0 Fax 780.926.2899  
e-mail: [resumes@highlevel.ca](mailto:resumes@highlevel.ca)

### **SCROLL DOWN FOR JOB DESCRIPTION**

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This position will be filled as soon as a suitable applicant is selected. All applicants are thanked for their interest however only those selected for an interview will be contacted. All resumes, and personal information provided therein, will be handled in accordance with the Province of Alberta *Freedom of Information and Protection of Privacy* (FOIPP) legislation. The personal information that you provide to the Town of High Level is being collected solely for the purpose of applying for employment.

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## DIRECTOR OF FINANCE

REPORT TO: CHIEF ADMINISTRATIVE OFFICER

INCUMBENT:

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### RESPONSIBILITIES

1. Oversee and maintain control of all Finance functions for the municipality, ensuring systems and controls, checks & balances are in place for efficient operations in accordance with all legislated requirements and generally accepted accounting principles.
2. Ensure the revenues of the Municipality are collected and controlled and receipts are issued in the manner directed by Council and C.A.O.
3. Ensure all monies belonging to or held by the Municipality is deposited in a bank, Credit Union, Loan Corporation, Treasury Branch or Trust Corporation designated by Council.
4. Ensure accounts for authorized expenditures referred to in Section 248 of the *Municipal Government Act* are paid in accordance with the *Municipal Government Act*, Town Bylaws, policies and contracts.
5. Ensure accurate records and accounts are kept of the financial affairs of the municipality, including the items on which a municipality's debt limit is based and items included in the definition of debt for that Municipality, as per the *Municipal Government Act*. Ensure that these records are kept safe and secure.
6. Ensure actual revenues and expenditures of the Municipality with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs.
7. Ensure money invested by the Municipality is invested in accordance with Section 250 of the *Municipal Government Act* and the Town's investment policy.
8. Ensure assessments, assessments roll and tax rolls for the purpose of Part 9 and Part 10 of the *Municipal Government Act*, are prepared.
9. Ensure the collection of taxes including public auctions held to recover taxes is carried out in accordance with Part 10 of the *Municipal Government Act*.
10. Implement and maintain all annual and ongoing reporting and recording requirements are met and maintained in accordance with the Tangible Capital Assets program.
11. In cooperation with the Directors, control, monitor and maintain all liability insurance coverage on all Town owned facilities, equipment and assets.
12. Maintain a thorough knowledge of the *Municipal Government Act*, Town Bylaws, Contracts and Policies.
13. Provide supervision, training, guidance and direction for the Finance Department staff, implementing sound office procedures and performing annual performance evaluations on all Finance staff. The Finance staff will also be responsible to provide back-up to the Administrative Support Services Clerk as required and therefore the Director of Finance needs to be aware of these duties and requirements.
14. In conjunction with the Mayor or another person authorized by Council, sign all cheques or other negotiable instruments on behalf of the Town.
15. Open and close accounts that hold the money of the Town of High Level, as authorized by Council or C.A.O.
16. Prepare and transmit to the Minister of Municipal Affairs all statements and reports and all other information in regard to the Municipality and in the form the Minister may direct, pursuant to the *Municipal Government Act*.

17. Ensure preparation of the budget, including annual operating, capital and multi-year capital plans. Prepare, coordinate, and submit to the C.A.O. a three (3) year operational and capital budget estimate.
18. Direct and assist the Finance staff (Accounts Payable/Receivables, Taxation/Utilities, Payroll and Human Resource) to ensure the efficient and effective day-to-day operation of the finance office in accordance with established policies and procedures.
19. Encourage awareness and actively pursue the maintenance of a safe and healthy workplace, providing leadership and mentorship to all staff by participating in the Workplace Health & Safety Program as per the THL Health & Safety Policy 218-07 and associated Administrative Directives.
20. Prepare supporting documents at the request of Council and/or C.A.O., including researching and presenting Bylaws at regular and special meetings of Council. Attend all Council meetings as directed.
21. Ensure assessment notices are prepared and issued in accordance to the *Municipal Government Act* and subsequently ensure Tax notices are prepared and issued in accordance to the *Municipal Government Act*.
22. Ensure annual financial statement of the Town for the immediately preceding year is prepared in accordance to the *Municipal Government Act*.
23. Ensure the efficient collection of the Goods and Services Tax including preparing GST claims and providing advice on GST to other Town staff.
24. Act as a facilitator and liaison between the Town of High Level and their respective computer hardware/software suppliers (i.e. Great Plains, Work Tech) in order to ensure effective, efficient delivery and control of Information Technology and Network Systems.
25. Maintain a thorough knowledge of all custom computer hardware and software (i.e. Great Plains, Work Tech, CLASS, Questica) as utilized by the Town of High Level, in order to provide support for Finance staff, coordinating with the software companies for necessary program updates.
26. Maintain an effective working relationship with all Town staff for the efficient operation of the Town and to inform and assist with inquiries from Town staff and the general public.
27. Perform other related duties within the scope and authority of the position, as required.

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### **GUIDANCE RECEIVED**

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are:

- *Province of Alberta Municipal Government Act*;

- Town of High Level Bylaws;
- Various reference manuals and material(s);
- Canadian Institute of Chartered Accountants Handbook;
- Written and/or oral directives received from the C.A.O.;
- Town of High Level Policies and Procedures.

### **CONTACTS**

The Director of Finance will frequently have contact with the following:

- Alberta Government Departments; Alberta Municipal Affairs Branch;
- Town of High Level Mayor and Council Members;
- General Public;
- Town of High Level staff;
- Town of High Level organizations.

### **ENVIRONMENT**

Features of work, which may create unusual demands or, which may create physical and/or mental stress are:

- Considerable pressure may be exerted on the Director of Finance by the C.A.O. to ensure work is completed, to meet deadlines especially at key times i.e. Audit and/or Assessment & Taxation;
- Requires discretion and confidentiality in all matters.