



Position

Description

Position Title: **Manager, Finance and Business Services**

Department: **Finance and Business Services**

Division: **Corporate Services**

Reports To: **Director, Corporate Services**

Summary:

Responsible for overseeing the financial health of the organization, including but not limited to coordination of the annual operating and capital budgets, year-end audit, and day to day management of all financial activities including property taxation, accounts receivable, accounts payable, payroll, and banking. This position maintains ledgers, produces budget data, prepares financial reports, and oversees the financial aspects of all municipal projects and purchasing activities. The Manager is expected to contribute to the continuous improvement of the Department by adapting and implementing processes and practices for greater efficiency/effectiveness. The Manager, Finance and Business Services will additionally fulfill the duties of the Deputy Treasurer as per the Municipal Act, 2001 in the absence of the Treasurer.

Position Roles and Responsibilities:

1. Core Result Area: Budgets and Finances

- Ensure that assigned areas of responsibility perform within budget; perform cost control activities; monitor revenues and expenditures in assigned area to ensure

- sound fiscal control; prepare annual budget requests; ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time
- Coordinate and analyze the annual operating and capital budgets across all departments, including budgets/forecast schedule, general and special mill rates, and budget/forecast data
 - Manage the completion of the five and ten-year forecasts
 - Prepare all monthly and annual financial statements and reports, including actual to budget variance analysis and capital reports
 - Coordinate and manage the annual audit process and ensure that all required analysis and year end entries are completed prior to the audit; work with the auditors in the production of annual financial statements and completion of the Financial Information Return (FIR)
 - Complete all year-end entries for the consolidation of subsidiaries
 - Provide oversight, approval and master post all general ledger entries as the final control point prior to entries entering the general ledger
 - Prepare miscellaneous financial analysis and implement key financial and departmental reports and reporting tools as necessary
 - Provide professional advice on procurement/purchasing activities across all departments, including the oversight of associated contracts and agreements, and that all purchasing activities are carried out in accordance with the Town's procurement policy
 - Oversee the function of tax billing and collections
 - Reserve tracking and reconciliation of continuity schedules
 - Complete all requirements as it pertains to the tracking and reporting of government grants; including formula based grants, gas tax funding, and submission based grants

- Provide professional advice and direction as it pertains to the interpretation of the PSAB handbook, Municipal Act, 2001, Assessment Act, and Canada Revenue Agency requirements and regulations
- Ensure the reliability of the Town's Tangible Capital Asset (TCA) inventory

2. Core Result Area: Planning and Operations

- Under the oversight of the Director, develop policies, procedures and strategies for the department, including long-term planning and support strategies to address identified needs
- Identify and implement processes and practices continuous improvement
- Support staff in administration of all day-to-day accounting activities for the Town, including accounts receivable, accounts payable, payroll, general and subsidiary ledgers, tangible capital assets, asset management, banking, reserves and reserve funds, long-term debt, drainage sub-ledger, billing, and tax collection
- In conjunction with the Director, liaise with consultants to perform studies as needed (e.g. user fees, water and wastewater, development charge and other miscellaneous studies)

3. Core Result Area: People and Performance

- Manage all direct reports, including delegation of duties, scheduling work, providing training and advice, reviewing performance and dealing with disciplinary matters in accordance with corporate policy

4. Core Results Area: Communication and Reporting

- Work with the Director in the completion of staff reports/presentations demonstrating functional knowledge and an ability to recommend a preferred course of action

- Support the Director in consulting stakeholders, the general public and external agencies and organizations such as financial institutions and government agencies
- Actively build and maintain positive, mutually beneficial relationships with the public, community and user groups, other departments and external stakeholders
- Other duties as assigned

Working Conditions:

- 35 hours per week
- Manual dexterity required to operate computer
- Interacts with employees, management, general public, other government agencies
- Competing priorities with medium to high control over individual priorities
- Works under strict deadline
- Regular interruptions
- Sitting, standing, walking
- Evening meetings may be required
- Some travel may be required
- Some overtime may be required due to the deadlines of the work performed

Skills and Qualifications:

- University degree in business or finance combined with a professional accounting designation (CPA) or comparable educational certification
- Minimum of 5 years' of finance and/or accounting experience in a municipal/public sector environment
- Previous supervisory or managerial experience is considered an asset
- Technical understanding of issues related to municipal finance and government legislation, including municipal taxation and drainage

- Sound knowledge of all legislation and regulations pertinent to the financial function as well as policies and legislation affecting municipal government including knowledge of Public Sector Accounting Board Accounting Standards
- Advanced computer proficiency including a thorough knowledge of Microsoft Excel, Word, PowerPoint, Outlook and accounting and financial reporting software (i.e. Diamond Great Plains)
- Ability to communicate effectively, both verbally and in writing
- Demonstrated team player who establishes and maintains effective working relationships with fellow employees, ratepayers and the general public
- Excellent time management and multi-tasking skills

Core Competencies

Accountability	Ethics/Integrity
Building Relationship/Networking	Problem Solving
Communication	Professional Excellence
Critical Thinking	Results Orientation
Developing Others	Teamwork