

Director of Finance & Ticketing

SaskTel Centre

(Permanent full-time)

Posting No. 425(292)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Creates the annual capital and operating budgets. On a quarterly basis, prepares year-end financial forecasts to aid management decision making.
2. Prepares monthly financial statements, concert and sponsorship activity reports. Monitors expenditures, maintains staff vacation and banked time reports. Administers all accounting functions and financial transactions ensuring adequate internal controls and an effective management reporting system.
3. Manages all aspects of the ticketing function's business related to the Saskatchewan market, including: client relations, marketing and sale of ticketing products and services, business development, contract negotiations, fiscal management (including forecasting and budgeting), employee management and development, daily office administration and remains on-call during Box Office hours.
4. Recruits, directs, supervises, trains, develops and evaluates the performance of assigned staff engaged in accounting, financial administration, box office, payroll, clerical and administration work.
5. As a member of senior management takes a shared role in the supervision of events.
6. Oversees all aspects of liquor and gaming license applications and reporting.
7. Manages ATM and utility services to ensure adequate business line profit margin and inventory control.
8. Oversees computer network operations including accounting, office and Box Office systems.
9. Liaises with the financial departments of the City of Saskatoon, reporting functions to external auditors, federal and provincial tax departments, SOCAN and other relevant facilities and agencies.
10. Serves as the facility's representative to the Asset & Financial Management Department to ensure effective coordination and compliance with corporate standards, policies, and directives related to financial matters.
11. Provides documentation and communication within SaskTel Centre aimed at helping staff understand their role in achieving the overall mandate of SaskTel Centre, from both a short and long-term perspective.
12. Assists the Chief Executive Officer in negotiating contracts and developing policies and procedures. .
13. Performs other related duties as assigned.

QUALIFICATIONS:

- Degree in Commerce, Business Administration, Public Administration or Economics
- OR**
- Possession of a CA, CMA, or CGA accounting designation
 - Four to six years' progressively responsible, related experience in accounting, financial analysis and business administration.
 - Thorough knowledge of the principles and practices of management and organization.
 - Thorough knowledge of budget systems and relevant software application (Word, Excel, etc.) programs.
 - Knowledge of EDP application to financial systems and report writing creation.
 - Knowledge of ticket software and application for Box Office systems.
 - Ability to provide leadership and consultation through problem-solving, consensus-building, stakeholder involvement and dialogue.
 - Ability to direct and support staff in achieving desired results.
 - Ability to express ideas and concepts effectively in oral and written form to a variety of audiences.
 - Effective interpersonal skills and ability to establish and maintain effective working relationships with all levels of civic personnel, external agencies and the public.

CORE COMPETENCIES:

- **Accountability** – Takes personal ownership and responsibility for the quality and timeliness of work commitments and departmental commitments to achieve results. Follows City of Saskatoon guidelines, standards, regulations and principles. Demonstrates reliability and integrity on a daily basis.
- **Adaptability** – Adapts and responds to new and changing conditions, priorities, technologies and requirements. Embraces change while developing innovative and creative solutions to emerging issues and opportunities. Applies versatility, reasoning and innovativeness in the face of change.
- **Collaboration** – Demonstrates flexibility in new and changing situations. Works cooperatively and effectively with others to reach a common goal. Gets others excited about and committed to furthering the corporation's objectives. Participates actively in group activities and fosters a collaborative work environment.
- **Embraces Diversity** – Is sensitive to cultural and other differences in others and responds accordingly.
- **Effective Communication** – Expresses and transmits information with consistency and clarity to a variety of audiences (citizens, colleagues, management). Is an active listener and engages the audience to ensure the message is delivered and understood. Creates a positive first impression with confidence and respect.
- **Service Orientation** – Gives superior service to internal and external customers (citizens, City Councillors, stakeholders, management and colleagues), with a focus on meeting citizen's needs. Builds value in the work conducted and in results achieved.

LEADERSHIP COMPETENCIES:

- **Engagement** – Mobilizing employees, citizens, and partners. Demonstrated ability to lead, motivate, empower and mobilize individuals and groups to work toward a shared purpose in the best interests of the organization and the City of Saskatoon. Builds and maintains high level of credibility with staff, partners and/or citizens.
- **Pragmatic Decision Maker** – Recognizes priorities and changing approaches. Shows common sense and intuitive judgment abilities to analyze and synthesize a wide array of subjective and objective information to recommend appropriate short term and long term direction and goals for their department or division.
- **Turning Strategy into Action** – Analyzes and interprets the strategic organizational direction, has a firm understanding of the vision, mission, values and objectives of the workplace, applies these to develop responsibilities, tasks, goals and implement initiatives that align with long term plans and growth. Reflects on past experience, organizational practices and processes in order to determine the correct course of action.
- **Team Building** – Understands and applies concepts and techniques to build and support effective work teams. Sets the tone and standards for team behaviors.
- **Political Acumen** – Politically astute and sensitive to City Council's issues. Maintains and develops relationships inside and outside of the organization to ensure best practices and enhance general knowledge.
- **Innovation Management** – Has good judgment about which creative ideas and suggestions will work and how to operationalize them. Is deliberate in encouraging the creative process in others.

HOURS OF WORK:

Regular office hours plus events as required. Evening, weekend and holiday shifts will be involved.

SALARY:

\$97,044.24 to \$114,026.64 per annum (2016 rates)

CLOSING DATE:

Wednesday, October 25, 2017