

POSITION TITLE: **Manager of Finance and Accounting - Corporate Services**

REPORTS TO: Director of Corporate Services

SUBORDINATE POSITIONS: Finance Analyst(s) Payroll Administrator
Accounts Payable Tax Roll Administrator

POSITION SUMMARY: Reporting to the Director of Corporate Services, this position is responsible for overseeing the monthly preparation of financial statements and reports; daily supervision of accounting staff in the areas of accounts payable, payroll, journal entry, cash receipts and tax collection. Coordination with the Assessment Department in the preparation and sending of property tax notices; maintaining effective internal controls for the revenues and expenditures and otherwise providing adequate safeguard for County assets.

DESCRIPTION

1. Provides daily direction to the Finance and Accounting staff regarding all accounting systems, cost effectiveness, records accuracy, internal and external customer service, required reports and adherence to Public Sector Accounting Standards (PSAB). Reviews relevancy of policies and procedures and makes recommendations to the Director of Corporate Services.
2. Oversees the entry into the financial system (i.e. payables, receivables, payroll and utilities), ensuring that all accounting entries are handled promptly and within approved policy guidelines.
3. Tracks trends and anticipates issues that may affect the County's finances and develops policies, long-term plans under the direction of the Director of Corporate Services; evaluates and recommends financial accounting policies to the Director of Corporate Services.
4. In conjunction with the Director Corporate Services prepares the annual County operating and capital budgets, preparation of financial statements and coordination of external audit.
5. Works with the Director of Corporate Services and County Auditors in the preparation of the annual report, financial statements and annual audit, generating required reports and overseeing preparation of working papers.
6. Obtains and communicates as appropriate variances from budgets by working with departments managers and heads.
7. Assists the Director of Corporate Services and department heads in the preparation of the annual budget by providing format and clearly organized financial documentation and reports.
8. Supports the establishment, preparation and review of key operational indicators for the Finance and Accounting section of Corporate Services.

9. Prepares month-end, quarterly and year-end reports.
10. Performs the duties associated with the timely preparation of tax rolls and billing of property taxes. Overseeing compliance with provincial statutes, tax rates and bylaws.
11. Manages all bank accounts and in accordance with established policy to ensure adequate cash flow for the County.
12. Oversees the collection of taxes and other receivables, the payment of payroll and payables and approves purchase orders within assigned areas.
13. In cooperation with the Director of Corporate Services, encourages teamwork, shares and rewards outstanding contributions for individual and group efforts. Provides input into staff and training programs.
14. Maintains the confidentiality of sensitive information seen or heard.
15. Develops and maintains a positive and proactive Customer Services philosophy throughout the Department. Responds to public and media inquiries and complaints according to approved procedures.
16. Performs all duties with a level of interpersonal skill appropriate to the position and may be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position specification.

REQUIRED QUALIFICATIONS

(The requirements listed below are the specified credentials for the position; Incumbent must be willing & able to attain qualifications)

- Completion of an accredited post-secondary accounting program. A recognized accounting designation or equivalent is desirable; example: CPA (CA, CMA, CGA);
- Five to seven (5-7) years of progressive hands-on accounting experience preferably in a municipal environment; work experience will show managerial competencies in the key areas of team development and strong finance/accounting administration;
- High degree of competency in using computers for financial reporting and analysis, able to use Excel (Access) to analyse large volumes of information, familiarity with Bellamy Financial System or other similar financial accounting systems;
- Solid planning, organizing and problem-solving skills.
- Commitment to continuous improvement with a strong understanding of who the customer is;
- Familiarity with Municipal Government Act, related provincial statutes, GST regulations and PSAB and
- Bondable – will be required to obtain a criminal reference check at time of offer.

Agreed to: _____
Date

By: _____
Employee

Supervisor