



## JOB DESCRIPTION MANAGER OF FINANCE

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**POSITION:** MANAGER OF FINANCE

**DEPARTMENT:** ADMINISTRATION

**REPORTS TO:** DIRECTOR OF CORPORATE SERVICES

**SUPERVISES:** THREE ADMINISTRATIVE ASSISTANTS

**SUMMARY:** The Manager of Finance is responsible for the professional leadership of the finance team as well as managing the operational functions of the Finance department. Reporting directly to the Director of Corporate Services, the Manager of Finance is responsible for providing supervision of three Administrative Assistants including coordination of workloads. The Manager will provide assistance and coverage to the Director of Corporate Services and provide support for other departments by ensuring policies and procedures are followed.

### **MAJOR RESPONSIBILITIES:**

#### **1. CUSTOMER SERVICE**

- Respond efficiently and appropriately to inquiries and complaints from the public, outside agencies, government departments, and all other bodies.
- Collaborate closely with all departments on cross departmental improvements and initiatives.

#### **2. PAYROLL AND BENEFITS ADMINISTRATION**

- Administer the third-party payroll system by setting up new employees, enrolling eligible employees on the benefit program including pension plan and health/dental benefits etc.
- Reviewing timesheets after supervisors have approved them to ensure they adhere to the Collective Agreement between the Town and CUPE.
- Process and submit payroll to provider for both biweekly and monthly payrolls.
- Payroll System Administrator: become proficient with the payroll program and how it is set up to work for the Town.
- Prepare year-end reconciliations for T4s and Local Authorities Pension Plan.

#### **3. DEPARTMENT MANAGEMENT**

- Assist the Director with developing and managing the operational budget for the finance department to support operational and strategic needs.
- Ensure adherence to all legislative requirements such as those of the MGA and the Town's bylaws and policies.
- Ensure adherence to the standards as provided by the Public Sector Accounting Board (PSAB).

#### **4. FINANCE**

- Supervise and support 3 Administrative Assistants: tax, utilities, and accounts payable/accounts receivable.
- Communicate job expectations.
- Ensure all required work is completed in a timely manner.
- Oversee and collaborate with other departments on the application and reporting of grant programs.
- Coverage for the Manager of Legislative Services direct reports.
- Directly supervises the work and activities undertaken by consulting and contract service providers of the Finance Department.
- Understand the Town's departments, services and budget revenue and expenditures.

#### **5. ASSISTANCE TO DIRECTOR OF CORPORATE SERVICES**

- Procurement of banking, auditing and assessment services.
- In all matters relating to the financial operations of the Town in accordance with legislation and established policies and procedures.
- In providing personnel leadership of the Finance Department including hiring, promoting, succession planning, goal setting, information sharing, training and performance management.
- Regular analysis of internal controls related to finance and adherence to those controls.
- Prepare timely financial reporting for departments and Council.
- Review expenses to ensure compliance with purchasing policy and responsible use of municipal funds, follow up with staff and departments as required.
- Facilitate the year-end financial audit process and liaise with the external auditors.
- Facilitate the annual process of reviewing and updating the Fees and Rate Structure Bylaw.
- Work with managers to explore and pursue new revenue generation, alternative funding sources and cost-containment initiatives.
- Assist managers with developing and preparing business case analyses for operating budget and capital budget service requests and new budget initiatives.
- Assist all departments with identifying and implementing initiatives to eliminate or improve non-productive or low-productivity operational areas.

#### **6. MENTORSHIP AND TRAINING OF DIRECT REPORTS**

- Foster a collaborative and positive work environment that encourages teamwork and professional development.
- Delegate tasks effectively and ensure that team members perform their duties accurately and efficiently.
- Establish a respectful workplace environment by being accessible and approachable to employees.
- Provide coaching and feedback to employees and ensure they have access to relevant training and development opportunities.
- Lead the finance team in developing, implementing and improving processes, standards, policies, business plans and strategies.
- Annual review of job descriptions to ensure they are current and reflect the positions.

- Ensure all staff are provided an annual Performance Review.

## **7. EMERGENCY MANAGEMENT**

- This position will act in an assigned role when the Emergency Coordination Centre (ECC) is activated which may include work outside of regular working hours.
- Participate in mandatory training and exercises including Basic Emergency Management and ICS 100.

## **8. OTHER DUTIES**

- Attend/conduct meetings as required.
- Ensure professional conduct of meetings.
- Responsible for working safely and following safety policies.
- Take ownership and solve problems as required.
- Adopt and demonstrate professionalism and integrity in the workplace.
- Assist with emergent or unforeseen tasks as required.
- All other duties as assigned by either supervisor or the CAO.

## **QUALIFICATIONS:**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field; Payroll Professional Program preferred.
- Minimum 5 years of experience in finance, accounting, and payroll administration, with at least 3 years in a supervisory or managerial role.
- Strong knowledge of finance and accounting principles, practices, and procedures.
- Proficiency in payroll software and systems (e.g., ADP, Ceridian, QuickBooks) and advanced Excel skills.
- Excellent analytical, problem-solving, and decision-making abilities.
- Exceptional attention to detail and accuracy, with a focus on meeting deadlines.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams.
- Ability to maintain confidentiality and handle sensitive information with discretion.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong working knowledge of financial reporting, controls and experience in accounting environment
- Competent working knowledge and proficiency of compatible computer systems such as Microsoft Office 365, Central Square and Questica Budgeting Software

## **ASSETS:**

- Training/mentoring skills.
- Communication skills.
- Organizational skills.
- Motivating others.

- Able to handle multiple issues/priorities at the same time.
- Experience in municipal government.
- Working towards a Professional accounting designation (CPA).

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Employee Signature

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Date

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Director Signature

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Job Description Review Sign-Off

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Chief Administrative Officer

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Date