

ESQUIMALT POSITION DESCRIPTION**EFFECTIVE DATE: MARCH 31, 2006**

Pos. No: 179

Amended: July 2019

Approved by: Director of Financial Services & IT

Position Title:	Manager of Financial Services
Department/Division/Section:	Financial Services

POSITION FUNCTION

Reporting to the Director of Financial Services, the Manager of Finance is a member of the management team and is responsible for overseeing the operating functions and managing staff of the Finance Department. This position provides assistance to the Director with respect to fulfilling the statutory functions of the Financial Officer and the Collector of Taxes and recommending personnel actions within the department. This is complex fiscal and administrative work as a member of the management team; responsible for achieving efficient operations through reliable performance in payroll, accounting, accounts payable, collection functions, budget preparation and control, and observing and complying with municipal policies.

The incumbent is expected to exercise sound judgment, tact and discretion at all times in dealing with confidential matters and to demonstrate exceptional levels of customer service to other departments within the organization. The Manager will be required to: achieve the corporate goals and objectives for the Township and the Finance Department; research and interpret legislation; work in an independent manner; and exercise good judgment in selecting and interpreting information.

KEY DUTIES

Direct, supervise, coordinate, and review the activities of departmental personnel engaged in accounting, payroll, property taxation, licencing and clerical duties.

Recommend personnel actions within the department including recruitment, training, evaluation, promotion, discipline and termination of staff. Recommend appointments, promotions and actions to support employee performance.

Administer and maintain the Finance System and General Ledger Accounts and structure, including the annual budget upload and supplementary adjustments.

Ensure the integrity of the General Ledger including the integration of other finance data into the financial system.

Prepare annual financial statements and all associated working papers and documentation, to standards required by municipal auditors. Coordinate with the external auditors respecting interim and final audits.

Prepare financial reports and statistics for internal departments, outside agencies, regulatory bodies, and other levels of government.

Administer and maintain the Property Tax, Land, and Point of Sale systems.

Ensure the integrity of the Property Tax and Land system, including the integration of data from outside agencies.

Prepare annual property tax notices, including all supplementary adjustments.

Calculate and remit monies collected on behalf of other governments and agencies.

Participate in evaluating, developing, preparing and implementing accounting, financial and budgeting systems and procedures.

Process and review monthly revenue and expenditure statements, reconcile accounts and make adjustments as required.

Provide technical assistance to municipal staff on financial procedures and systems operations and use, including integration of finance data from other software systems.

Provide assistance and support to the Human Resource Department for requests on personnel and payroll matters, including evaluating and developing reports and procedures according to policies, procedures, collective agreements and legislation.

Provide a high level of customer service to requests for information, and advice and direction to external and internal clients.

Assist the Director with the development, evaluation and implementation of financial policies and procedures, as well as the fulfillment of all statutory functions.

Make recommendations to the Director and enforce standards of accounting and financial reporting throughout the corporate organization.

Manage automobile insurance for the municipality.

Perform related duties including research and special projects.

INDEPENDENCE

Work is performed according to established policies and procedures and/or as assigned by the Director.

Work performance is reviewed in terms of effectiveness of Department operations and through discussion with the Director.

Reporting directly to the Director, all assignments and responsibilities will be performed under minimal supervision.

Issues such as major expenditures, discipline of employees and deviations from established policies and procedures are discussed with the Director.

WORKING CONDITIONS

Work Environment:

Office.

May be required to work occasional irregular hours.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Sound knowledge of the principles and methods of fund accounting and of municipal financial operations.

Working knowledge of the *Community Charter*, related statutes, bylaws, regulations and precedents respecting local governments.

Ability to complete work with a high degree of accuracy.

Receive and implement instructions of the Director of Financial Services and ensure that the intent of these instructions is followed through.

Positive interpersonal skills and ability to effectively lead a small team.

Excellent verbal and written communication skills.

Excellent customer service skills and ability to interact with the public and colleagues in a tactful, courteous and effective manner.

Proven experience in providing supervision, leadership and direction to unionized staff, including motivating, training, conducting performance reviews and managing disciplinary provisions of a collective agreement.

Thorough knowledge and understanding of the application of management principles, administration, financial and budgetary process, and information technology systems.

High-level proficiency with MS Office suite (Word, Excel, Access) and other municipal financial software (Diamond/Great Plains, Tempest, PerfectMind).

Willingness to learn new technology or software.

Excellent knowledge of Public Sector Accounting and Auditing Standards.

Thorough knowledge of GST relating to local government.

Research, interpretive and problem-solving abilities.

Ability to understand and carry out complex accounting procedures; preparation of financial statements, working papers and analysis.

Ability to perform tasks with a minimum of supervision.

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification

High school graduation.

Intermediate Certificate in Municipal Administration (desirable).

Member in good standing with CPA (CA, CGA or CMA) (required).

Experience:

Five years of progressively responsible leadership experience in a municipal or similar financial environment or an equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: 1 year.

May be requested to substitute in a more senior position.