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| **Position Title:** | Manager of Finance |
| **Department:** | Finance |
| **Employee:** |  |
| **Reports to:** | Chief Administrative Officer |

**POSITION SUMMARY**

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| Manager of Finance is responsible for discharging those responsibilities and duties delegated to the designated officer pursuant to Section 209 of the Municipal Government Act. The Manager of Finance as the Town of Elk Point’s Chief Financial Officer, Human Resources Officer and FOIP Coordinator who supervises the Town of Elk Point Office finance staff. The Manager of Finance also maintains the Tax Assessment Rolls and is responsible for Tax and Assessment Processes. |

**KEY DUTIES AND RESPONSIBILITIES**

**Budget Preparation, Advice, and Reporting #1 (15%)**

* Ensure preparation of the budget, including annual operating, capital and 5 Year Multi-Capital Plan and 20 Year Equipment Replacement Plan. Prepare, coordinate and submit to the Chief Administrative Officer a three (3) year operational and capital budget estimate. Reviews them with the Chief Administrative Officer and presents with Chief Administrative Officer to Council.
* Provides financial information and budget advice to the Chief Administrative Officer as required.
* Attends Council meetings and Committee meetings when required by the Chief Administrative Officer.
* Reconciles monthly bank statements and prepares monthly cash statements, budget reports, financial statements and other financial reports as required by the Chief Administrative Officer. Develops appropriate reports of the current and projected financial status of the municipality. Provides Department Heads with the up-to-date budget information to assist departments in meeting budget guidelines. Monitors and provides reports on the financial position of the Town of Elk Point as required by the Chief Administrative Officer.
* Ensure accounts for authorized expenditures referred to in Section 248 of the MGA are paid in accordance with the MGA, Town Bylaws, Policies, Resolutions and contracts.
* Ensures that appropriate financial controls are developed and maintained. Advises the Chief Administrative Officer and Council of any changes necessitated by the Auditors Report.
* Ensure accurate records and accounts are kept of all financial affairs of the Elk Point/County of St. Paul No. 19, Regional Water Commission, including annual preparation of annual operating budget, year-end preparation audit and investment.
* Ensure the efficient collection of Goods and Services Tax for the immediately preceding year is prepared in accordance with the MGA.
* Oversees the financial management, planning of corporate systems and internal controls and provides recommendation to the Chief Administrative Officer where necessary.
* Backs up other Town Office finance staff when they are absent, unavailable, or in need of assistance.

**Tax Administration #2 (17%)**

* Responsible for the maintenance of the Assessment Roll and Tax Rolls, including updating tax master files from Land Title documents received in accordance with Part 9 and Part 10 of the MGA. Issuing tax certificates as required. Responsible for all assessment changes as directed by the Assessor. Prepares Tax and Assessment Notices and ensure they are issued on a timely basis. Initiates tax recovery processes for properties in tax arrears.
* Ensure the collection of taxes including public auctions held to recover taxes is carried out in accordance with Part 10 of the Municipal Government Act.

**Human Resources and Payroll Oversight #3 (14%)**

* Acts as the municipalities Human Resources Manager and contact for payroll and benefit issues and other personal matters. Oversees mid-month advances on the 15th of each month and month end as well as all other payroll related tasks, including Records of Employment and T4’s and preparing payroll remittances, vacation and sick day records.

**Asset Management #4 (16%)**

* Ensures the municipality’s assets are invested wisely and in accordance with the Town of Elk Point Investment Policy and Section 250 of the Municipal Government Act. Provides advice to the Chief Administrative Officer on any suggested change in investment.
* Implement and maintain all annual and ongoing reporting and recording requirements are met and maintained in accordance with the Tangible Capital Assets program.
* Maintains the Town’s Inventory and assumes the responsibility of Risk Management Committee head and is responsible for managing risk and implementing loss prevention controls.

**Information Technology, Insurance, and FOIP #5 (28%)**

* Acts as the Information Technology Support person to all staff in the absence of the contracted Information Technology Support.
* Responsible for the maintenance of the Information Technology systems including the financial software systems of the municipality – Muniware.
* Ensures maintenance of insurance policies and manages submission of any claims.
* Provides leadership and supports the development and implementation of organizational strategies, technology, best practices and processes to ensure quality corporate reporting, information management and strategic planning.
* In the absence of the Finance Officer and Payables/Utilities Clerk processes Permits for customers.
* Performs duties of the FOIP Coordinator for the Town of Elk Point.

**Staff Supervision and Leadership #6 (10%)**

* Supervises and directs finance staff in the Town Office in a supportive, progressive environment and conducts annual reviews of their performance.
* Adhere to Health and Safety Legislation and the Town of Elk Point work policies and procedures at all times, ensuring the protection and safety of self, co-workers, the public and environment.
* Performs other duties as assigned by the Chief Administrative Officer.

**REPORTING RELATIONSHIPS**

The following job titles and/or specific positions listed may, from time to time, be amended, altered, or changed by the Town to meet the business, community, and/or regulatory needs of the organization.

Position reports directly to the Chief Administrative Officer.

This position provides leadership (direct supervision) to the following positions (job titles):

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| Finance Officer | IT Provider - contract |
| Payables and Utilities Clerk | Custodian - contract |

There are currently zero indirect reports of this position.

**EDUCATION AND EXPERIENCE**

**Education:** Possess a degree in finance or business administration majoring in accounting, coupled with a professional accounting designation (CPA) or in the process of obtaining these credentials is preferred.

**Experience:** Minimum three (3) years of supervising experience.

**KNOWLEDGE, SKILLS, ABILITIES**

* The following knowledge, skills and abilities are required in this position:

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| * In depth knowledge of municipal government activities, functions and governing legislation. * Demonstrated political acumen and the ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality. * Knowledge of Microsoft Windows and Office applications, financial information systems (Muniware) and associated evaluative techniques and payroll applications. Possesses and will developed competencies with spreadsheets. * Demonstrated analytical, problem solving and decision-making skills to deal with complex financial and accounting issues. | * Thorough knowledge of financial, purchasing, accounting and auditing principles and practices applicable legislation/regulatory standards, investment and debt management, provincial grant processes, property taxation, budget formulation, local government functions/responsibilities, health and safety, and employee relations principles and practices. * Excellent communication (written, oral and interpersonal), analytical, report-writing, problem solving, presentation, public relations, strategic planning, organizational, project/time management, leadership and supervisory skills. * Possess a Valid Alberta Driver’s License (Advanced Class 5 with GDL restrictions removed) in good standing and have access to a reliable vehicle for use on corporate business. * Adeptness at sourcing and securing grants. |

* The following are considered assets or preferences in this position:

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| * A Local Government Administrators Certificate (NACLAA) Association and five (5) years of experience in municipal finance operations would be considered. * Ability to interact with general public in a friendly, helpful and respectful manner. | * Possess a degree in finance or business administration majoring in accounting, coupled with a professional accounting designation (CPA) or in the process of obtaining these credentials is preferred. |

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

Working in a smaller Municipal organization with a legislated (MGA) deadline following financial policies and procedures. Fast paced working environment, excellent customer service and political acumen are necessary.

**Working Environment**

* Office workstation in a large open area.
* As this is a Management position, hours of work will vary some evenings and weekends.

**Physical Demands**

* Sitting in front of computer and meetings.
* Lifting weight up to 50 Lbs.
* Reliable vehicle to drive.
* Lighting.

**ACKNOWLEDGEMENT AND SIGNATURES**

| I declare that I have read the contents of this job description and understand the duties, responsibilities and criteria assigned to this position. | | | |
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| **Employee Signature:** |  | **Immediate Supervisor Signature:** |  |
| **Date:** |  | **Date:** |  |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.