

**POSITION**

Manager of Financial Services

**NATURE AND SCOPE OF WORK**

The Manager of Financial Services is responsible for overseeing the efficient organization and day-to-day administration of the financial operations of the District; leads Finance Department support staff and ensures provision of services in compliance with District bylaws, policies and statutory requirements.

This exempt position reports directly and provides assistance to the Chief Financial Officer with respect to fulfilling the statutory functions of the Financial Officer and the Collector of Taxes and may fulfill the duties of the Chief Financial Officer in their absence.

**DUTIES AND RESPONSIBILITIES**

Without restricting the general nature and scope of work, the following are illustrative examples of work expected of this classification:

- In collaboration with the Chief Financial Officer and with the support of Human Resources recruit, train, and mentor qualified staff.
- Supervise, coach, and build a strong and collaborative finance team, facilitate open communication, ensure ongoing wellness, development, recognition, and appreciation.
- Ensure staff act consistent with municipal bylaws, policies and procedures and maintain a high level of customer service in doing so.
- Coordinate and maintain the District's accounting records by analyzing financial information, preparing financial reports and statements, and ensuring accounting control procedures are established and documented.
- Coordinated regular internal reporting, including preparation of monthly financial statements.
- Support the Chief Financial Officer in annual budget preparation.
- Responsible for the preparation of audit and year end working papers with support from the Accountant.
- Ensure reporting requirements for all grants are managed and fulfilled.
- Preparation of statutory reporting requirements including Local Government Data Entry Report (LGDE) and the Statement of Financial Information (SOFI).
- Responsible for the administration of Property Taxes including billings, account maintenance, inquiries, correspondence and tax sale preparation.
- Oversee all other finance operations including cash management, accounts receivable, accounts payable, utilities, business license and cemetery invoicing, payroll, collections, insurance requirements and long-term asset management.
- Perform ongoing duties and special projects as assigned.

**QUALIFICATIONS**

- Degree in Business Administration or Commerce, Financial Management or Accounting Diploma.
- Chartered Professional Accountant (CPA) designation or working towards designation completion.
- Minimum of five years of related experience, preferably in local government administration.
- Thorough knowledge of principles, practices and methods of fund accounting and municipal financial operations.
- Strong ability to accurately prepare and effectively analyze a variety of data and financial reports.
- Strong leadership and interpersonal skills with a demonstrated ability to create and work in a collaborative team environment.
- Proficiency in Microsoft Office Suite.
- Proficient knowledge with Questica budgeting software, Vadim software and other financial software.
- Excellent oral and written communication skills.
- Strong problem identification and problem resolving skills.
- Sound decision making processes.
- Ability to effectively organize, streamline, prioritize and coordinate various tasks simultaneously under workload and deadline pressures while maintaining quality performance, accuracy and attention to detail.
- Experience managing employees in a unionized environment.

An appropriate blend of skills and experience may be considered.