

## **FINANCE MANAGER POSITION DESCRIPTION**

### **PURPOSE OF THE POSITION**

The Finance Manager is responsible for financial management support of the municipality, acting as a key advisor to the Leadership Team and Council in order to ensure municipal services are provided in an effective and efficient manner.

### **SCOPE**

Reporting to the General Manager Corporate Services, the Finance Manager is a member of the Corporate Services team who assists the Leadership Team with strategic direction. The Finance Manager is primarily responsible for payroll, municipal taxation, utilities, accounts payable and Information Technology and provides support, analysis and advice for financial operations and controls.

### **RESPONSIBILITIES**

Payroll:

- Key advisor to Leadership and Council for issues related to human resources, legislation and policies
- Ensuring and maintaining the integrity and security of personnel and payroll documentation and filing, including the Employment Policy
- Overseeing and processing payroll including payroll adjustments and amendments as approved by General Managers and/or the Town Manager
- Reviewing and calculating timesheets as needed
- Maintaining accrued vacation, time in lieu, EDO, and sick leave tracking system.
- Submitting mid-month advances and final payroll after approval of the General Manager Corporate Services
- Administering all employee benefits, pensions, and deductions
- Dealing with all payroll inquiries as needed
- Overseeing reconciliation of payroll distributions and benefit, pension, and receiver general deductions to the general ledger
- Overseeing and assisting with processing year-end payroll; including, issuing T4 and T4 summary reports
- Managing Local Authorities Pension Plan audit and providing relevant reconciliations and documentation to Town auditors
- Keeping up to date with payroll legislative changes
- Ensuring deadlines are met for payroll, benefits, and related reporting
- Administering hiring packages as directed by General Managers and supervisors for new employees
- Assisting with the administration of employment grants

Tax & Assessment:

- Supervise the accurate and timely maintenance of the tax and assessment roll
- Analysis of assessment data and liaising with Town assessor over any discrepancies or questions
- Assisting the General Manager Corporate Services in the preparation and presentation of tax rates
- Calculate, prepare and post tax levy batches
- Administering all tax recovery processes in accordance with the Municipal Government Act
- Balancing the tax roll

Utilities and Accounts Payable:

- Supervise the accurate and timely maintenance of the utility and accounts payable functions
- Monthly analysis of utility billing and preparation of Utility Capital Investment transfer
- Quarterly analysis of Carbon Levy balance and monthly remittances

Budget:

- Prepare the annual salaries budget
- Prepare the annual IT budget
- Prepare annual utility consumptions for Town building/equipment and other budget items as required
- Prepare Utility Customer Sales Budget and overall Utility analysis for budget and rate purposes
- Present Payroll, WCB, overhead & overall Utility portions of budget presentation to Council
- Assist General Manager Corporate Services with preparation of budget presentations for Council, including 3 year operating and 5 year capital plans

Audit & Year End:

- Coordinate preparation of working papers for position focus areas
- Responsible for year-end inventory count preparation and journal entry
- Assisting with additional working papers and audit requests as determined by the General Manager Corporate Services

Other Finance Functions:

- Researching background information and analysis of accounting information

- Preparing information and/or reports for management and council as requested
- Preparing journals as required for maintenance of general ledger, to be approved by General Manager Corporate Services
- Completing monthly GST and Carbon Tax returns for approval by the General Manager Corporate Services
- Completing annual WCB return
- Processing NSF transactions
- Preparing monthly bank reconciliations for approval by the General Manager Corporate Services
- Assisting the General Manager Corporate Services with monthly general ledger reconciliations as required

Computer Support:

- Responsible for year-end backups and assisting General Manager Corporate Services with year-end module closes
- Managing Town IT support consulting contract
- Managing Town IT inventory
- Basic computer maintenance, including installation of software upgrades and basic troubleshooting, including any required upgrades to the accounting software
- Backup for ensuring that daily system backups are handled according to schedules
- Assisting other office staff with basic technical problems

Other:

- Acting General Manager Corporate Services in the absence of the General Manager Corporate Services
- Supervise and provide on-going job performance feedback, mentoring and coaching to direct reports
- Participation and presentation in Council meetings, Leadership Team meetings, and represent the Town at other meetings and events as required
- Managing the Town banking relationships
- Fourth to assume front counter duties; i.e. reception, answering phones, and cash receipting, if other staff are absent or unavailable
- Maintaining all documentation in an accessible filing system
- Departmental designate on the Occupational Health & Safety Committee as required
- Adhere to the Town of Redwater Health & Safety Program
- Attending work related workshops and seminars
- Any other duties as approved by the General Manager Corporate Services

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge:

- Post-secondary education in Business or Public Administration
- Chartered Professional Accounting Designation or significant progress in CPA PEP program
- Comprehensive knowledge and proficiency with computer systems, hardware, and software; including, Microsoft Office
- Comprehensive knowledge and experience with computer accounting software systems; experience with Microsoft Dynamics GP and Diamond is an asset
- Minimum of 3 years supervisory experience
- Local Government accounting experience is an asset
- Proficient with payroll, accounts payable and accounts receivable and Information Technology
- Experience with utility billing and municipal taxation is an asset
- Knowledge of financial reporting and controls and proficient with budgeting and year-end processes
- Experience with direct customer service
- Experience with dealing with difficult customers
- Understanding of relevant legislation, policies and procedures

### Skills:

- Effective verbal and written communication skills
- Ability to multitask and prioritize
- Ability to work within tight deadlines
- Advanced time management skills
- Self-starter; able to work effectively on own or with minimal guidance
- Strong interpersonal skills and ability to work within a team environment
- Provide excellent customer service to the public, staff, and Council

### Personal attributes:

- Honest, trustworthy and respectful
- Maintain standards of conduct
- Maintaining standards of confidentiality is essential in this position
- Flexibility
- Demonstrate a dedication to the position and the community
- Adhere to the Municipal Code of Ethics
- Demonstrate sound work ethics
- Maintain a clean standard of hygiene and neat appearance

**CERTIFICATION**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Supervisor's Title and Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I certify that I have read and understand  
the responsibilities assigned to this position

I certify that this job description is an  
accurate description of the  
responsibilities assigned to the position

\_\_\_\_\_  
Senior Administrative Officer's Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within

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.