

# FINANCE MANAGER

## Full-time, Permanent Position

*Note: this position may be eligible for a Hybrid remote work arrangement.*

We seek a competent, effective, and highly engaged person to fill the role of Finance Manager. The successful candidate will fulfill vital functions for the Town of Edson, including but not limited to:

- Overseeing the administration of all financial services and functions, including financial planning, analysis, accounting controls, taxation and assessment, budget development, investments, grant reporting, asset/inventory protection, and financial statements,
- Developing financial policy, controls, and systems, and making recommendations for improvement,
- Developing and presenting annual budgets,
- Comparing and analyzing actual results with budgeted forecasts, monitoring variances, identifying trends and recommending necessary actions, and
- Assisting in the development and maintenance of financial policies and procedures.

## The Candidate

The successful candidate will be a highly engaged, self-starter who can hit the ground running. Ideally, they will possess:

- A CPA designation,
- A post-secondary education in finance or a related field, *and*
- At least five years directly related progressively responsible experience managing financial employees and functions

*However, we are open to candidates with a different combination of education, certifications, and experience. For example, this position might be a good fit for someone working toward their CPA designation.*

## Compensation

This position pays \$87,000 - \$105,000/year, depending on education, certification, and experience. Note, the Town of Edson has excellent benefits and pension and is participating in a **Vacation Pilot Program** that awards six weeks/year of vacation to all employees regardless of their length of service!

## How do you apply?

Please send us a resume and a cover letter not exceeding one page in length. Please tell us who you are, what you value, and why you think this position is a good fit for you in that cover letter. This job will remain posted until we find the right candidate.

**Please send your cover letter and resume to:**

Email: [humanresources@edson.ca](mailto:humanresources@edson.ca)

Be sure to quote Competition Number: **EDSOM-202206**

Closing Date: *Until filled*



## General Overview

Reporting to the General Manager of Corporate Services, this position provides insight and expertise to support the financial planning of the Town, mitigates current and potential risks, as well as provides leadership and direction to the Accounting Supervisor in assisting with the day-to-day operation of the Town's financial systems, processes and policies. The Finance Manager may also assist other areas of the Corporate Services department.

All Managers are responsible for modeling, upholding, enforcing and contributing to a workplace culture of honesty, integrity and respect, and one that is premised on the Organization's core purpose: providing meaningful, innovative, and efficient services to Edson residents.

## General Responsibilities

- Oversee the administration of all financial services and functions including financial planning, analysis, accounting controls, taxation and assessment, budget development, investments, grant reporting, asset/inventory protection, and financial statements.
- Develop financial policy, controls and systems, and make recommendations for improvement.
- Compare and analyze actual results with budgeted forecasts, monitor variances, identify trends and recommend necessary actions.
- Assist in development and updating of financial policies and procedures.
- Compile Quarterly reports for Council.
- Reconciliation of bank accounts monthly and prepare corresponding journal entries.
- Work with the General Manager of Corporate Services on the yearly budgeting process.
- Assist with the coordination, development, and implementation of multi-year Operating and Capital budgets.
- Establish and maintain contracts with financial contractors or consultants.
- Work with Finance team members to prepare audit working papers and account reconciliations; liaise with Town appointed Auditors and lead the Audit process.
- Update and maintain the Tangible Capital Assets (TCA) register and prepare TCA for the yearly audit.
- Serve as the Finance/Admin Section Chief backup in the Emergency Operations Centre during a disaster response.
- Maintain technical knowledge by attending educational workshops/webinars, and by reviewing relevant publications.
- Assist the General Manager of Corporate Services to be compliant and up-to-date with current and newly implemented accounting standards of the Public Sector Accounting Board for Financial Reporting.
- Understand and comply with the Municipal Government Act and other provincial legislation, Town Bylaws, contracts, and policies.
- Manage the grant agreements and deadlines to enable preparation and submission of grant status reports.
- Assume the managerial responsibilities of the General Manager of Corporate Services in case of their absence.
- Perform tasks consistent with the position, including special projects and assignments as may be required on an ad hoc basis, and as assigned by the General Manager of Corporate Services.

## Leadership Responsibilities

### Human Resources

- Create a team environment which inspires hard work, dedication, collaboration, and excellence.



- Provide regular honest and constructive feedback.
- Manage direct reports in their day-to-day responsibilities.
- Be familiar with HR policies and procedures and enforce the same.
- Carry out all Human Resources mandated processes in a timely and consistent manner.
- Manage challenging personal and interpersonal dynamics sensitively and respectfully; respond appropriately to reports of disrespectful conduct.
- Responsibly protect any confidential or sensitive information that falls under the position's purview.

## Health & Safety

- Model and help construct a positive culture in which Health & Safety are highly prioritized.
- Ensure that all health and safety programs and policies are faithfully executed.
- Ensure compliance with all health and safety policies and procedures.
- Ensure all incidents, accidents and near-misses are reported in a timely fashion.
- Help employees to identify and eliminate or mitigate hazards on a day-to-day basis.
- Be familiar with Health & Safety policies and procedures and enforce the same.
- Participate in audits as required.
- Where necessary, monitor modified work programs in consultation with Health & Safety.

## Budgetary Authority & Responsibilities

- Prepare annual departmental operating and capital budgets.
- Ensure that all procurement is completed in accordance with the approved budget, the Purchasing Policy, and other legal or policy requirements.
- Ensure fiscal responsibility and efficient revenue generation; pursue alternative funding sources (e.g. grants) wherever possible.
- Familiarize oneself with policies and procedures relating to spending and enforce the same.
- Authorize purchases and accounts within assigned limits.

## Communications Responsibilities

- Relate to and communicate with Senior Management, Council, colleagues, direct reports, customers, external agencies, government, and vendors sincerely, clearly, tactfully, promptly, and courteously.
- Provide positive and professional engagement with public stakeholders where necessary.
- Attend and present at Council, Committee, or external agency meetings as required. Ensure reports and recommendations are well researched, accurate, and comprehensive.
- Provide honest and respectful feedback to Town Council and other stakeholders as required.

## Qualifications

### Education & Certifications

- Professional Accounting Designation (CPA or equivalent) is required.

### Experience

- At least 5 years directly related progressively responsible experience managing financial employees and functions is required.



*Additionally, the following would be an asset:*

- Experiencing working in a municipal environment.
- Significant knowledge of Public Sector Accounting Standards.
- Experience with the following municipal-based software: Diamond (Great Plains), Questica Budgeting, PSD Citywide Asset Suite.

## Core Competencies

- Excellent communication skills including written, verbal/interpersonal, and presentation skills.
- Demonstrated experience in high level analytics, problem solving, and team leading.
- Fully conversant in the use of Microsoft Office applications and other financial system databases.
- Ability to foster a collaborative team environment and contribute to its growth.
- Attention to detail and a high level of accuracy.
- Effective organizational and time management skills.
- History of contributing to a positive cultural environment.

**Salary Range:** \$87,000 - \$105,000