



POSITION TITLE:	Manager of Finance
REVISION DATE:	January 11, 2024
REPORTS TO:	Director of Finance
DIRECT REPORTS:	Accountant & Budget Analyst, Payroll/Payables Administrator, Accounts Payable/Accounting Administrator
POSITION SUMMARY:	Responsible for the day-to-day management of the financial affairs of the Municipality including financial system management (SAP), oversight of the budget process & external reporting, debenture & banking contracts, accounts payable and payroll. Responsible for the development of external communication tools, and streetlight administration. This position is also responsible for carrying out the responsibilities of the Director of Finance including the discharge of his/her statutory duties in her/his absence.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Management Responsibilities (20%)

- 1.1. Day-to-Day Operations** - Responsible for ensuring all work projects are managed in such a way so as to maximize the effective and efficient use of municipal human and financial resources assigned to the Finance Division.
- 1.2. Human Resource Management** - Manage subordinate human resources including supervision, training and annual performance appraisals including the setting of key targets for all staff. Prepare recommendations to Director of Finance for all hiring, suspensions or terminations in accordance with the Municipality's HR Policies. Provide advice and direction to Division staff in the performance of their duties and coordinate workloads as necessary.
- 1.3. Financial Administration** - Prepare annual operating and capital budgets for the Finance Division. Monitor and report on budgets during the year ensuring expenditures are within budget and financial guidelines. Oversee the procurement of goods and services for the Finance Division including purchasing plans, forecasts and estimates.
- 1.4. Workplace Environment** - Promote a positive and productive work environment for the staff in the Division. Ensure a spirit of teamwork exists by promoting the benefits of collaboration and consultation, not only within the Department, but with the staff of other Departments in the Municipality. Ensure compliance with all Occupational Health and Safety requirements.

2. Municipal Operating and Capital Budgets (25%)

- 2.1. **Budget Preparation** - Coordinate the preparation of the Municipality's Operating and Capital Budgets, including assisting all Departments with the preparation of their annual operating and capital budgets including key assumptions and financial analysis when required; developing global budget numbers.
- 2.2. **Taxation Structure** - Research and provide advice to the Director related to taxation structure issues.
- 2.3. **Budget Presentation** - Facilitate the preparation of budget documents and as directed, prepare presentation documents and present (when required) the same to Municipal Council, responding to questions and providing additional budget information when required.
- 2.4. **Financial Support** - Provide on-going assistance to other Departments in monitoring their budgets and preparing year end projections.

3. Internal and External Reporting Functions (15%)

- 3.1. **Budget Reporting** - Prepare and present periodic interim budget reports to Council and senior staff in accordance with Municipal policies. Respond to public inquiries around tax policy and related billing structures.
- 3.2. **Year End Audit and Reporting** - Coordinate the processes required for the annual year-end external audit as well as year-end reporting activities both within the Finance Division (Division Year End Report) and across the organization (Financial Statements and Treasurer's Report).
- 3.3. **Legislative Compliance** - Ensure compliance within the legislative framework including Public Sector Accounting Board, Financial Reporting and Accounting Manual and Nova Scotia Utility and Review Board.
- 3.4. **External Reporting** - Facilitate all external reporting required by Statistics Canada, Service Nova Scotia and Municipal Relations, Nova Scotia Utility and Review Board, Canada Revenue Agency, financial institutions and various funding partners.

4. Day-to-Day Management of Municipality's Financial Affairs (20%)

- 4.1. **Debt and Cash Management** - Manage the debt and cash management functions of the Municipality, including the banking contracts and management of the debenture process in consultation with the Director of Finance. Review and prepare reports for the Director of Finance on all loan guarantee applications and approvals for Volunteer Fire Departments.
- 4.2. **Payroll** - Manage the Payroll function for the Municipality, ensuring compliance with legislative/regulatory compliance and reporting.
- 4.3. **Payables** - Oversee the payables process and ensure staff work within municipal policy and guidelines. Review all cheques issued by the Municipality for compliance and control purposes.
- 4.4. **Internal Controls** - Ensure adequate internal controls are in place, managing the same and making recommendations for improvements when deemed necessary.
- 4.5. **Tax Certificates** - Secondary back-up to review and sign all tax certificates on behalf of the Municipal Treasurer.

4.6. Public Information Documents - Facilitate the preparation of all finance related notices and information documents to be distributed to the public (billing inserts, communication for community engagement purposes, web site content, newspaper articles, etc.).

4.7. Procurement - Monitor procurement control policies for the organization, developing and maintaining the purchase card program guidelines, recommending changes to the program where appropriate. Administer the day-to-day transaction management of the procurement card system. Ensure compliance with purchase card program rules, providing training and support on the guidelines to other municipal employees with procurement responsibilities.

5. Billings and Collections (5%)

5.1. Streetlight Installation - Coordinate the Finance & Administration responsibilities under the Municipal Street lighting Policy.

6. Financial Management Systems (5%)

6.1. SAP Financial System - Ensure the integrity of the SAP financial system and oversee SAP user maintenance and training programs.

6.2. Other Financial Management Systems - Ensure the integrity of the other financial systems (Royal Bank of Canada AP Link and RBC Express; US Bank, etc.) and the integration of these systems with SAP and internal procedures within the Finance Division.

6.3. Maintenance and Updating Financial Management Systems - Coordinate and approve all maintenance and updates to financial management systems.

7. Research and Special Projects (10%)

7.1. Research - Carry out research and gather information as requested by Director of Finance to facilitate special studies and projects. Complete special projects as assigned by Director of Finance, including preparation of final reports and presentation to Council when appropriate.

7.2. Special Projects - Participate in Municipal initiatives, as requested.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Bachelor Degree in Commerce, Business Administration or equivalent with a specialization in Accounting
- Professional designation (CA, CMA, CGA) or be enrolled in the final stages of one these designation programs
- Previous SAP experience is considered an asset
- A minimum of five (5) years experience in management/accounting role, in which at least three (3) years are in a supervisory role
- An equivalent combination of education and experience will be given consideration

Knowledge, Skills, Abilities

- Thorough knowledge of accounting and audit theories, principles, and practices
- Thorough knowledge of internal control procedures, procurement methods/procedures

- Ability to use the MS Office suite at an intermediate level and to work in a highly computerized environment
- Good written and verbal communication skills, as well as conflict resolution skills
- Ability to maintain absolute confidentiality
- Ability to interpret various acts and regulations such as the Assessment Act, Water Utility legislation and Municipal Government Act

Working Environment

- This position qualifies for overtime pay.
- The workload of this position may vary at times, requiring some overtime.
- This position works in a fast paced environment with frequent deadlines and demands
- The incumbent must have a valid class V driver's license

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>