



POSITION TITLE:	Finance Coordinator
DATE:	December 20, 2024
REPORTS TO:	Manager of Finance
DIRECT REPORTS:	Payroll/Payables Administrator, Accounts Payable/Accounting Administrator, Finance Administrator
POSITION SUMMARY:	Responsible for the management and oversight of payroll, accounts payable, visa card program, and funding claims. This role has 3 direct reports.

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 resources assigned to the Finance Division.
- 1.2. Human Resource Management** - Supervise staff including: coaching/mentoring; performance appraisals; setting key targets for staff; workload management; respond to staff concerns, escalating to the Director as necessary. Contribute to staffing recommendations in accordance with the Municipality's HR policies.
- 1.3. Workplace Environment** - Promote a positive and productive work environment for staff. Ensure a spirit of teamwork, respect, and professionalism exists by promoting the benefits of collaboration and consultation, not only within the team, but with the staff of other Departments in the Municipality. Ensure compliance with all Occupational Health and Safety requirements.

2. Financial Administration (50%)

- 2.1. Payroll** - Oversee and manage the payroll function for the Municipality, ensuring compliance with municipal policy and guidelines, legislative/regulatory compliance, and reporting. Communicate with Managers, staff, and the payroll provider about payroll activities as applicable. Manage escalated payroll activities. Act as backup for payroll processes when the payroll administrator is not available.
- 2.2. Municipal Payables** - Oversee and manage the payables process, ensuring staff work within municipal policy and guidelines. Review all cheques issued by the Municipality for compliance and control purposes.

- 2.3. **Fire Department Payables** - Oversee and manage the Fire Department payables process, ensuring staff work within municipal policy and guidelines. Review all cheques issued by the Municipality for compliance and control purposes.
- 2.4. **Visa Card Program** - Oversee the Visa card program and ensure staff work within municipal policy and guidelines, and contractual obligations.
- 2.5. **Internal Controls** - Ensure adequate internal controls are in place over payroll, payables and the Visa card program, and making recommendations for improvements when deemed necessary.
- 2.6. **Liability and Receivable Ledger Accounts** - Ensure all liability and receivable ledger accounts related to payroll, benefits, pensions, visa cards, and funding claims are reconciled on a regular and timely basis.
- 2.7. **Funding Claims** - Assist the Accountant & Budget Analyst as required to track claims properly, prepare and submit various funding claims (i.e insurance, provincial and federal governments). Follow-up to ensure claims are received and accounted for properly.

3. Internal and External Reporting Functions (10%)

- 3.1. **Canada Revenue Agency** - Ensure regular, periodic and annual reporting (and remittances) requirements to CRA are completed correctly and on time.
- 3.2. **Benefit Plans** - Ensure regular, periodic and annual reporting (and remittances) requirements to Benefit Plan partners are completed correctly and on time.
- 3.3. **Pension Plans** - Ensure regular, periodic and annual reporting (and remittances) requirements to Pension Plan partners are completed correctly and on time.
- 3.4. **Budget** - Assist the Manager of Finance as needed to prepare the annual payroll budget file. This will include an annual variance analysis of the payroll and benefits expenditures.
- 3.5. **Year End Audit and Reporting** - Assist the Manager of Finance as needed to prepare and present various documents needed for the annual year end audit process.
- 3.6. **External Reporting** - As required, 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. Financial Management Systems (10%)

- 4.1. **SAP Accounts Payable Financial Module** - Ensure the integrity of the SAP Accounts Payable module and oversee user maintenance and training programs.
- 4.2. **ADP** - Ensure the integrity of the ADP payroll software (Work Force Now) and oversee user maintenance and training programs (for Finance staff).
- 4.3. **US Bank Access Online (Visa)** - Ensure the integrity of the US Bank Access Online software system and oversee user maintenance and training programs.

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

5. Research, Special Projects, and Other Duties (10%)

5.1. **Research** - Carry out research and gather information as requested by Manager of Finance to facilitate special studies and projects as assigned.

5.2. **Special Projects** - Participate in Municipal initiatives, as requested.

5.3. **Other Duties** - Assist with other aspects of the Finance departments responsibilities as directed by the Manager of Finance.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Bachelor's Degree in Commerce/Business with a specialization in accounting
- Three years experience working with payroll software
- A minimum of two (2) years experience in a supervisory accounting role
- A National Payroll Institute designation is considered an asset
- Previous SAP experience is considered an asset
- An equivalent combination of education and experience will be given consideration

Knowledge, Skills, Abilities

- Advanced ability in Microsoft Office Suite (Excel in particular)
- Thorough knowledge of internal control procedures related to payroll and accounts payable processes
- Strong written and verbal communication skills
- Team builder
- Detail-orientated
- Organized and self-starter
- Problem solver

Working Environment

- This position qualifies for overtime pay
- This position works in a fast-paced environment with frequent deadlines and demands
- The workload of this position may vary at times, requiring some overtime

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>