

JOB PROFILE**MANAGER OF FINANCE**

Created: June 2021

Job Summary:

Reporting to the Director of Finance, this position effectively manages the accounting and payroll activities of the Finance Department including staff supervision, year-end financial reporting, capital assets, internal financial reporting and complex analyses. This position exercises independent judgement in the performance of duties following City policies and procedures and abides by Public Sector Accounting Board (PSAB) and generally accepted accounting principles (GAAP).

Primary Duties and Responsibilities:

Manage the delivery of accounting services including overseeing transactional accounting (accounts payable, accounts receivable, utility billing, and property taxes), coordinating the preparation of annual financial statements and providing statutory financial reports; managing the year-end audit process with external auditors; reviewing and recommending options for financial system upgrades; ongoing development and maintenance of financial systems; and developing policies and controls for managing cash.

Develop and manage the accounting and payroll functions including researching best practices and developing related policies, procedures and standards, identifying changes in and ensuring compliance with Community Charter requirements, Canadian Payroll Association guidelines, PSAB principles, Financial Information Act rules, and other relevant regulations.

Coordinate the accounting for tangible capital assets, including liaising with other departments to provide financial direction and support for capital projects and asset management.

Collaborate with senior management and other partners on the implementation and monitoring of the objectives as outlined in the Strategic Plan. Identify risks and develop mitigation strategies to minimize any impact.

Manage staff including selecting and training staff; managing employee conduct, performance and attendance; responding to grievances; and overseeing the department's safety program.

Provide technical advice and prepare operational reports and records, technical and business reports for presentations, public responses, internal memos and other documents, including for senior management and Council.

Represent Finance to City departments, other organizations, government agencies and the public including responding to and advising department managers on accounting and payroll matters, attend Council meetings as required.

Participate in meetings of Council, other departments, committees, auditors, public meetings and meetings with consultants as required.

Oversee the administration of payroll and provide coverage in absence of Payroll Coordinator.

Assist Director with financial planning/budget processes.

Act in the absence of the Director of Finance.

Perform other related activities as required.

Knowledge:

- Considerable knowledge of public sector accounting principles, practices and procedures, including demonstrated application of this knowledge to year end accounting and preparation of financial statements.
- Considerable knowledge of accounting and budgetary principles, practices and procedures specifically related to a municipal environment.
- Considerable knowledge of accounting for tangible capital assets and asset management principles.
- Thorough knowledge of accounting theory, principles, practices and procedures.
- Thorough knowledge and understanding of relevant federal and provincial legislation, regulations and precedents respecting local governments, with specific emphasis on financial implications.
- Demonstrable working knowledge of Microsoft Office; strong computer skills in accounting software, complex spreadsheets, work order systems, other related complex data entry.
- Current working knowledge of Canadian and BC payroll legislation.

Skills/Abilities:

- Proven leadership skills, demonstrated by an ability to establish and maintain effective working relationships with internal and external contacts and to communicate tactfully and effectively, both verbally and in writing.
- Proven ability in work planning, including experience analyzing current practices and making recommendations for change, including measuring and monitoring to ensure best practices.
- Demonstrated critical thinking and analytical skills, including moderate to advanced Excel abilities.
- Proven ability to develop and implement training programs.
- Proven ability to exercise tact, discretion and sound judgment while dealing with sensitive issues in a political environment.
- Proven ability of handle multiple tasks simultaneously while working to a deadline.
- Proven ability to effectively supervise the work of unionized and exempt staff and external consultants.
- Proven ability to work independently with minimal supervision and direction.
- Proven ability to work as part of a collaborative team.

Education:

- Chartered Professional Accountant designation.
- Bachelor's Degree in Business or Public Administration, specializing in finance or accounting.

Experience:

- 5 – 7 years of related experience in a manager position in a unionized environment, with a minimum of three (3) years demonstrated effective supervisory skills in a municipal financial environment

OR an equivalent combination of education and experience will be considered.

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.