

Position Title:	Manager, Financial Operations
Reports To:	Deputy Director of Corporate Services
Position Description Date:	July 25, 2024
Positions Supervised:	Financial Services Clerk, Accounts Payable Clerk, Accounting Clerk, Water Clerk, Financial Analyst, Accountant

**Nature and Scope of Work:**

Reporting to the Deputy Director of Financial Services, the Manager of Financial Services is responsible for the management of the day-to-day operations of billing and collection of revenues from property taxes, utilities, licenses, building permits, grants and various other sources of revenue as well as the reporting and accounting functions ensuring the accuracy and timeliness of day-to-day activities of accounting, accounts payable, cash clearing, deposits and internal and external reports.

**Key Accountabilities:**

- Manages, directs and motivates staff to maintain a high level of staff performance and teamwork. Responsible for employee recruitment and selection and performance management.
- Manages all activities related to the property tax function, including preparation of annual property tax rates, coordinating the collection of data from other agencies for tax collection and remittance, and preparing various statutory financial reporting documents.
- Prepares annual financial statements, annual reports, and the annual statement of financial information (in accordance with the Financial Information Act), and leads the annual external financial statement audit, including planning with the auditors and ensuring year-end audit working papers, files and documentation are prepared and provided as required.
- Prepares the District's accounting records including general, fixed asset, capital project, debt, investment, and reserve accounting and Administer the District's capitalization policy.
- Manages the month end financial close to ensure financial information is timely, accurate and available to meet the District's internal quarterly reporting requirements.
- Prepares Provincial and Statistics Canada reports.
- Responsible for the preparation and analysis necessary to forecast cashflow and prepare draft cashflow for discussion with Deputy Director.
- Responsible for ensuring compliance and providing analysis and recommendations on matters of non-compliance and redesign of processes and controls.
- Participates in the annual financial planning process leading development of budgets as assigned.
- Monitor and advise on operating effectiveness of the Districts internal controls over financial reporting as well as tax compliance.
- Ensures the general ledger and related reporting subledgers and systems are maintained and developed to meet the organizations reporting needs.

- Integrates implementation of system functionality and develops and leads training strategy for the financial services division and clients.
- Review and recommend improvements to business processes. Works and consults with departments and business units to implement improvements, provide training and assistance to departmental staff.
- Conduct reviews and studies and prepares complex analyses on financial issues. Prepares reports for senior management and Council.
- Develops, implements and monitors adherence to corporate financial policy and procedures.
- Prepare FOI responses related to historical financial results.
- Acts for Deputy Director as required.
- Other related duties as may be required.

**Required Knowledge, Skills and Abilities:**

- Broad exposure to complex fund accounting and considerable experience working with complex financial systems (experience with Vadim would be an asset).
- Good working knowledge of financial accounting and reporting requirements as per the Public Sector Accounting Board (PSAB), knowledge and experience related to legislation such as the Local Government Act, and the Community Charter is required.
- Proven ability to develop and implement business process improvements and incorporate best practices that drive sound decisions and ensure fiscal accountability.
- Embraces change and develops implementation plans to effectively communicate, build commitment and overcome resistance.
- Exemplifies leadership excellence through the display of optimism, building trust and mobilizes others to understand the corporate vision.
- Leads the way by developing strong working relationships with all stakeholder groups, and
- Demonstrates innovative thinking and creativity, meeting challenges with resourcefulness and optimism and generates an environment of continual process improvement understanding our contextual environment.
- Must be a team-oriented leader with high level of integrity and business ethics and has proven themselves as a hands-on and results driven individual.
- Ability to manage, motivate and maximize contributions of the team to meet changing business needs.
- Ability to tactfully, courteously and effectively work and communicate with the public, staff, and management.
- Demonstrated management experience in a client-focused environment, ideally in a unionized environment.
- Knowledge and experience working with MS Office programs, SharePoint and other relevant software.

**Qualifications and Experience:**

- A Bachelor's Degree in Accounting or Business
- A Certified Professional Accountant (CPA) Designation
- A minimum of 5 years of related management experience in a unionized environment.
- Experience with financial systems including point of sale and billing systems.
- An equivalent combination of education and experience will be considered.