

## Manager of Finance

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Full-time – Reports to the Chief Administrative Officer  
Monday – Friday – 8:30AM – 4:30PM, will include some evening work.

### Definition:

The Manager of Finance reports directly to the Chief Administrative Officer and is supported by a small team. This role is responsible for the oversight of financial statements, budgets, year-end reporting, taxes, audit, payroll and IT network maintenance for the Village of Pemberton, as well as the management of the Finance team.

### Typical Duties:

#### Financial Statements:

- Prepares financial and statistical reports, statements and returns and year-end audit working papers, adjusting journal entries; initiating review of and/or analyzing and evaluating the soundness, adequacy and application of accounting, financial and other operating systems and controls;
- Monitors and controls the maintenance of computerized financial statements and financial systems; reviews, develops and recommends procedures for financial management;

#### Five-Year Financial Plan & Budgets:

- Prepares of the five-year financial plan; provides assistance to other departments in the preparation of their budgets; reviews specific budget submissions and coordinates data, provides advice and assistance on the monitoring of budgets to the Chief Administrative Officer;

#### Year-end:

- Prepares and compiles working papers and reconciliations for year-end audit;
- Liaises with the external auditors in the conduct of the audit;

#### Reports & Reconciliations:

- Prepares and maintains accurate records, in addition, analyzes various trail balances and balances the general ledger on a monthly basis;
- Monthly reconciliation of all bank accounts, Municipal Finance Authority accounts, special services;
- Maintains analysis of all reserve accounts;
- Monitors and maintains MFA Pooled Investment Funds; reconciles monthly and apportions interest to various participants in the fund, responsible for subscriptions and redemptions; prepare year end fund activity report for Auditors' review;
- Maintains monthly spreadsheet calculation of term deposits, and current account interest; prepares monthly journal entry for input in G/L;
- Regular maintenance and reconciling of G/L accounts;
- Prepare various returns and reports required by other levels of governments (ie: GST returns and PEP reports);

**Taxes & Utilities:**

- Reconciles tax notices and tax roll for tax and utilities
- Oversees and aids the tax sale with the Senior Accountant
- Oversees and aids the Senior Accounting Clerk with tax and utilities billing

**Network Maintenance:**

- Performs on-site network administrator support services, in conjunction with and under the direction of the Network Administrator;
- Provides daily network system checks and backups;
- Performs network system trouble-shooting as directed by Network Administrator;
- Ensures that data is entered and technology meets the needs of the Finance Department;

**Other:**

- Responsible for the development of the department's long term financial plans, policies, goals and objectives;
- Ensures that established accounting procedures are observed and maintained and recommends changes or improvements to where needed or appropriate;
- Participates in Council and Departmental committees concerning matters such as financial management systems;
- Attends Council Meetings and other related meetings as required;
- Answers to telephone/counter questions, etc. regarding taxes and utilities;
- Provides vacation relief for the Senior Accounting Clerk;
- Implements accounting modules.
- Other duties as required.

**Key Competencies:**

- **Leadership** - Ability to deal effectively with change and pressure; can adjust rapidly to new situations warranting attention and resolution. Invests in continually shaping and developing the team, inspiring increasing commitment, work effort and the desire to stay with the organization for the long term. Effectively manages a small team with diverse types of employees.
- **Project Management** – An experienced team leader with ability to influence and delegate, initiate and manage cross-functional teams and multi-disciplinary projects. Strong critical thinking, decision making and problem-solving skills. Ability to meet deadlines while remaining efficient under pressure.
- **Collaboration and Negotiation** – Has an honest, open, and consistent approach to working with others and possesses strong relationship and interpersonal skills. A champion at relationship building, developing, maintaining and enhancing partnerships and strategic alliances, and obtaining stakeholder agreement.
- **Communication Skills** – Ability to interpret, report, provide, advise and guide on a variety of complex matters pertaining to the Village. Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well. Possesses superior presentation skills.
- **Financial and Risk Management** – Managerial experience in finance and risk management; significant experience with capital and operating budget development and management; ability to manage the financial performance of the department; experience overseeing expenditures within approved budgets and taking corrective action if required.

**Qualifications:**

- Demonstrated knowledge of public sector accounting standards
- Thorough knowledge of municipal legislation as it relates to finance
- Bachelors Degree plus Professional Accounting Designation
- Strong leadership and supervisory skills
- Ability to deal effectively with the public
- Strong technology skills and aptitude
- Risk management experience desirable
- Internal auditing experience an asset

**Emergency Operations Responsibilities:**

All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services upon activation of our Emergency Action Centre. Duties assigned during an emergency may differ from regular duties.