



JOB DESCRIPTION

Position Title: Manager of Finance and Corporate Services
Department: Finance Department
Supervisor: Chief Administrative Officer (CAO)

Position Summary:

The Manager of Finance and Corporate Services (MFCS) is responsible for the statutory duties assigned under the *Community Charter* and *Local Government Act*, including but not limited to planning, coordinating, safeguarding directing and performing the Village's financial accounting, capital management, budget internal controls, performance measures and reporting requirements. The MFCS possesses a sound understanding of municipal financial reporting and requirements set out for the public sector and has the necessary hallmarks of a treasurer; a strong commitment to accountability, financial integrity and ethical conduct.

Responsibilities:

To manage the Finance Department by:

- directing and performing the Village's accounting, revenue collection and cash management functions,
- preparing and submitting reports, statements, returns and records to meet the expectations of the users,
- timely preparation of material in accordance with statutory and other requirements,
- developing new and revised departmental policies and procedures to respond to changing needs.

Preferred Knowledge, Skills and Abilities:

- Formal accounting training at a recognized educational institution or certification by a recognized accounting body.
- Local Government Administration Certificate as recognized by the Local Government Management Association and Province of BC Board of Examiners.
- Additional training in procurement practices and municipal finance.
- Five years' experience within public or municipal administration, with three at a management level, including a track record of success as a Corporate Controller or similar strategic financial planning role in a complex organization with an understanding of public sector context.
- Thorough knowledge of the *Community Charter*, *Local Government Act* and other



statutes/laws relevant to local government operations.

- Experience working with councils, boards and committees.
- Excellent interpersonal, verbal and written communication skills.
- Analytical and problem solving skills to provide innovative solutions to problems.
- Proven ability to lead, manage and build collaborative relationships.
- Ability to prioritize and organize workloads and meet deadlines.
- Technical proficiency in use of computers (Microsoft Office Suite products) and specialty municipal software program (e.g. Vadim, Diamond).

Representative Duties:

Monitoring and Accountability

- Review and monitor financial management policies and procedures to improve financial accountability, assess financial impact, and develop options for business solutions and business plans.
- Coordinate, prepare, review and recommend annual capital and operating budgets; monitor and administer approved budgets and report/present on same.
- Develop and/or review, revise as necessary, and authorize corporate and departmental policies and procedures respecting accounting, purchasing, cash-handling, payroll, and other financial internal procedures to ensure compliance with public sector accounting principles and practices.
- Direct the maintenance of the tangible capital assets records including the asset management financial plan. Ensure the preparation of an inventory of all capital assets, valuing assets based on historical costs (in consultation with the municipal auditors), and determination of amortization. Review and make the necessary revisions to policies for the purpose of capitalization of assets. Review and make the necessary revisions to budget policies to ensure they are compliant with the tangible capital asset requirements.
- Prepare general and sub-ledger account reconciliations, bank reconciliations, month and year end accounting functions
- Coordinate audit requirements and liaise with municipal external auditors to meet interim and annual audits, including all lead sheets and account and bank reconciliations.

Purchasing

- Develop or review, as directed, Requests for Quotes/Proposals and negotiate a variety of contracts for the procurement of Village goods and services in compliance with established policies and best practices.
- Approve travel expenses for Council Members and staff in compliance with Village policies.
- Approve accounts payable invoices and cheques, and accounts receivable billings



and collections.

Payroll and Human Resources

- Supervise staff to ensure that the data entry, payments, remittances, statements and reporting are in accordance with applicable acts, statutes and regulations.
- Interpret Collective Agreement language for payroll purposes.
- Liaise with the CAO and other departments to resolve payroll and/or human resource issues.
- Supervise employees within the Finance Department.
- Provide recommendations to the CAO on staff complement and organizational structure.
- Approve all leave requests in consultation with relevant departments.
- Manage staff absentee program in consultation with CAO.
- Assist and provide the CAO sufficient accounting information for collective bargaining negotiations costings, grievances, and other labour related matters as required.

Department Management

- Provide supervision, leadership, professional development opportunities, performance monitoring, management and mentoring of staff within the Finance Department.
- Provide feedback and coaching to staff and identify areas for training and development.
- Develop and produce annual finance work plans, regular reporting mechanisms and scheduling.

Risk Management

- Ensure risk management and liability exposures are addressed and monitored.
- Ensure compliance and adherence to changing regulations and legal case law precedents.
- Identify and obtain proper insurance coverage for Village liabilities, property and vehicles.

Municipal Revenue Control

- Direct the preparation and the collection of fees for business licenses and ensure that business licenses are issued in accordance with Village of Fruitvale bylaws.
- Direct the preparation and collection of fees and fines for animal control.
- Develop annual utility and taxation strategies, relevant bylaws and fee structure reviews.
- Proactively initiate the formulation and recommendation of short and long-term fiscal strategies including the preparation of a five year financial plan for the Village



and define financial goals and objectives in keeping with such plans.

- Develop and transmit to the Regional District the financial plans with regard to recreation facilities, parks and cemetery services.
- Supervise the cemetery service to ensure compliance with provincial financial regulations.
- Develop and coordinate with Regional District staff regarding water service budgets and fees and meet the financial requirements of the Beaver Valley Water Service operating agreement.
- Provide advice on government subsidy and grant opportunities which may be available to the Village.

IT / Computer

- Responsible for the efficient and effective operation of the computer software systems used by the Village including hardware, software, licensing and peripherals, coordinating with external IT operatives as required.
- Oversee the development and implementation of financial systems and controls which respond to the services needed by Council, public and Village departments.

Audits

- Act as the Village's internal auditor and ensure adequate financial controls are followed by ensuring procedures are in place and records and information are maintained.
- Coordinate the external audit and the preparation of internal audit working papers and financial statements within deadlines, respond to audit findings and take appropriate action.
- Oversee the regular audit of the municipality's financial management and accounting processes in consultation with external auditors including co-ordination of annual and interim audit records and information compilation, consideration and implementation of recommendations emanating from audits; undertake and/or co-ordinate internal audits, as required.

Council and Committee Meetings

- Attend Council and Committee meetings as required.

Reporting

- Preparation of Management Financial Statements to Departments and CAO.
- Preparation of the Annual Financial Statement for presentation to the Village's auditors and submission to the appropriate Provincial Ministries.
- Preparation and submission of the annual Local Government Data Entry (LGDE) report to the appropriate Ministry.



Other Duties

- Respond to financial inquiries from the public and investigate to develop solutions as appropriate.
- Assist the Village in providing emergency services and attendance at the Emergency Operation Centre at the direction of the CAO. Duties assigned during an emergency may differ from regular duties.
- Serve as Acting CAO in the absence of the CAO.

Appointments by Council

- Financial Officer (pursuant to Section 149 of the *Community Charter* and the Village of Fruitvale Officer Establishment and Delegation of Powers Bylaw).
- Collector (pursuant to the *Community Charter*).
- Business License Inspector (pursuant to the *Community Charter*).