

	The Corporation of the Town of Arnprior Job Description	
Job Title: Manager of Finance & Support Services		Page(s): 1 of 5
Location: Town Hall	Reports To: General Manager, Client Services/Treasurer	Revision date: December 21st, 2017
Department: Client Services		Salary Grid: Grade 12

Position Summary:

Under the general direction of the General Manager, Client Services/Treasurer, the Manager of Finance & Support Services is responsible for managing the Town's Finance & Support Services Branch. The position will provide leadership and supervision to staff that fall under the Finance & Support Services Branch including Human Resources, Information Technology Services and Finance. The Manager of Finance & Support Services is the Deputy Treasurer and is responsible for a broad range of corporate finance functions and tasks, including, but not limited to, the administration of the general accounting, revenue billing and collections (taxation, water/sewer, fees), payroll and benefits administration, accounts payable operations, audit coordination, budget preparation and forecasting, long range financial planning, Development Charge, Financial Reporting (to CAO, Council, Ministry of Municipal Affairs and Housing). The Manager of Finance & Support Services will ensure finance functions and tasks are completed in accordance with Public Sector Accounting Board (PSAB) standards, appropriate legislation including the Ontario Municipal Act and Assessment Act, and Municipal policies and procedures. The Manager of Finance & Support Services is also responsible for providing direction and best practice support to Human Resources and Information Technology services and activities throughout the Town.

Scope:

Failure to ensure accurate financial practices, processes or documentation, or to ensure sound policy recommendations may result in serious financial losses, or issues with respect loss of credibility for the General Manager, Client Services/Treasurer, CAO, and Council.

Key Position Responsibilities:

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

1. Supervise, train and mentor finance staff and ensure accurate and timely processing, record keeping and reporting of the general accounting, revenue billing and collection, payroll and benefits administration and accounts payable operations.
2. Ensure implementation of best practice research/recommendations as it relates to financial matters.
3. Ensure adherence to corporate policies such as Procurement, Delegation of Authority, Reserve & Reserve Fund, etc.
4. Provide financial content support for departments, CAO and Council.
5. Research, author and present reports, recommendations or presentations to the General Manager, CAO, Committees and Council on financial and corporate matters.
6. Oversee the preparation of the Branch work plans, schedules and priorities for all activities and revise as required to respond to new and emerging issues.
7. Coordinate the overall day-to-day financial operations and reporting requirements of the Corporation.
8. Oversee the preparation of monthly variance reports.
9. Prepare mandated financial reports to the General Manager prior to presenting to Council.
10. Coordinate the delivery of the preparation, monitoring, forecasting and reporting of operating and capital budgets, as well as long-term financial planning strategies.
11. Direct, organize and co-ordinate all revenue and expenditure stream activities, including tax and water billing and collection, grant in lieu and other general billing, accounts payable and payroll and employee benefits; administer the monthly approval of all account reconciliations and daily approval of all sub-ledger and general ledger postings.
12. Ensure revenues are collected in a timely manner including overseeing past due date collection methods such as Tax Sales, bailiffs, etc.
13. Maintain the tangible capital asset inventory and coordinate asset valuation, amortization and reporting as required under PSAB 3150 Accounting for Tangible Capital Assets.
14. Verify the bi-weekly payroll journals for accuracy and completeness; provide back up for processing payroll remittances, benefit administration, OMERS pension reports and WSIB claims; review and approve monthly and year-end reports.
15. Supervise and ensure general ledger month-end and year-end cut off of accounting modules are performed accurately by Finance staff.
16. Interact and coordinate with financial software provider for software builds, upgrades and enhancements and assist staff with software changes.

17. Prepare various grant and subsidy applications; monitor approved grants and prepare required reporting as required
18. Review and recommend changes/additions to the Municipal Fee Schedule and prepare recommendation for Council consideration.
19. Input data into the Financial Information Return and prepare the Municipal Performance Measures (MPMP) reports.
20. Prepare working papers for year-end audit and coordinate the preparation of annual financial audits under the direction of the General Manager, Client Services/Treasurer.
21. Administer Municipal Insurance procurement and programs by ensuring adequate insurance coverage is maintained to protect the assets of the Municipality from both a loss and liability perspective and ensuring all claims against the Municipality are properly reported to the appropriate insurers and or legal counsel as required.
22. Ensure that best practiced based IT and Computer Security procedures, practices and policies are implemented for the delivery of hardware, software and other IT support services.
23. Ensure that the IT Disaster Recovery Plan is maintained and updated regularly.
24. Ensure that a short and long term capital life cycle replacement strategy is in place for IT infrastructure and software.
25. Ensure that Telecommunication services are purchased in a cost effective manner, and that quarterly Telecom Reports are provided to the CAO and General Manager, Client Services/ Treasurer.
26. Ensure that Human Resources procedures, practices and policies are implemented in an effective manner and in accordance with applicable law.
27. Ensure that Town training policies and procedures are in place and accurate records are maintained, including an up to date corporate training database.
28. Take every precaution to protect the health and safety of staff in the Branch in accordance with the Ontario Occupational Health & Safety Act and the policies, programs and procedures of the Corporation.
29. Perform the statutory duties of the Deputy Treasurer.
30. Act in the absence of the General Manager, Client Services/Treasurer as required.

Subordinate Positions:

- Finance Officer – Payroll/Payables & Special Projects
- Finance Specialist – Taxation & Accounts Payable
- Accounts Clerk – Water Billing

- Cashier Receptionist / Accounts Receivable
- Human Resources Officer
- IT Support Coordinator
- Summer Students and/or other temporary/short-term positions when applicable

Working Relations:

Internal: All departments and Town staff, Senior Management, Council, and the CAO.

External: The public, representatives from other municipalities, Provincial and Federal Ministries and agencies, related associations, external vendors/clients.

Working Conditions:

Physical Demands – The Manager of Finance & Support Services may have to work odd or long hours to complete special requests or projects and may have to spend long hours sitting and using office equipment, computers and attending sessions which can lead to muscle strain and fatigue.

Environmental Conditions – The Manager of Finance & Support Services will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of staff. The Deputy Treasurer may find the environment to be busy and noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory Demands – Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches and the constant noise and activity of a busy office environment.

Mental Demands – The Manager of Finance & Support Services will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time. The Deputy Treasurer will need to handle complaints of a financial nature from residents and business which may result in emotionally charged situations.

Statement of (Minimum) Qualifications:

Education:

- Undergraduate university degree or college diploma in business administration with an emphasis in accounting or related field.
- Possess or be enrolled in a recognized professional accounting designation (i.e. CPA) or achieved equivalent experience.

Experience:

- Minimum of five (5) years' of experience in a related field; commerce, accounting or finance.

Knowledge:

- Demonstrated understanding of generally-accepted accounting principles and practices, financial information systems, payroll processes, municipal financial reporting, municipal taxation, the budgetary process and forecasting.
- General knowledge of Public Sector Accounting Board (PSAB) standards, appropriate legislation including the Ontario Municipal Act and Assessment Act, relevant legislation, policies and procedures and municipal policies and procedures.
- General Human Resources knowledge.
- General IT knowledge.
- Advanced computer knowledge including financial information systems, record management systems, and working knowledge of developing spreadsheets, reports, and presentations.

Skills/Abilities

- Demonstrated ability to use reliable judgment and maintain confidentiality.
- Detail oriented and ability to compile, audit, verify, and research information and data.
- Sound analytical problem solving and reasoning skills in order to identify alternative solutions, conclusion or approaches to problems.
- Exceptional communication skills (written, verbal, and presentation).
- Ability to work independently and in a management team environment.
- Must have strong work ethic and be able to maintain standards of conduct and provide leadership, direction, and motivation to staff in a consistent and fair manner.
- Excellent customer service and interpersonal skills and possess cultural and political awareness.
- Strong organizational skills with a demonstrated ability to prioritize, coordinate work schedules, handle multiple projects and competing demands, and meet deadlines.

Asset Qualifications

- Previous work experience with municipal government.
- Previous experience supervising and managing staff.
- The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Financial Module 1 and 2 Training.
- AMCTO – Western University – Executive Diploma in Municipal Management.