



The Corporation of the Town of Lakeshore

Job Description

Position: Director of Finance

Salary: Grade 11, Non Union

Reports to: Chief Administrative Officer

Purpose of Position:

Reporting to the Chief Administrative Officer, the Director of Finance is responsible for the overall administration of all financial functions of the municipality in accordance with all statutory legislation.

Qualifications:

- University degree in business administration with a recognized professional accounting designation or equivalent.
- Minimum ten years of progressively responsible experience in related municipal/financial environment or equivalent related experience

Knowledge:

- Thorough knowledge of financial, accounting and auditing principles and practices, applicable legislation/regulatory standards, asset management, investment and debt management, federal and provincial grant processes, property taxation, budget formulation (including PSAB) and local government functions and responsibilities.
- Extensive knowledge of financial and accounting principles, including GAAP and PSAB, practices, and procedures specifically related to municipal affairs. Thorough knowledge of financial software systems.
- Planning, project management and organizational skills to develop and implement long and short term policies and procedures.
- Must have experience with developing operational recommendations and requirements.

Major Responsibilities:

- Directs the development and preparation of policies, procedures, and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Municipality.
- Develops the long and short term goals, objectives and strategies of the Town in relation to financial, technology and communication systems, asset management and related areas for approval by Council.

- Provides advice and assistance to Council, CAO and Directors regarding financial technology and communication systems, asset management and related areas as they may affect the operation of the Municipality.
- Protects the Municipality's credit standings through correct accounting controls, investments and debt management procedures.
- Administers the Municipality's revenue and property tax administration and collection functions, minimizing arrears and errors, ensuring collection of interest and penalties, and tax sale procedures.
- Develop, implement and maintain Tangible Capital Asset Inventory and Management system, policy and procedures for asset management, planning and reporting in accordance with Public Sector Accounting Board requirements. Responsible for the oversight and maintenance of the Municipality's Asset Management Plan.
- Coordinates the Municipality's purchasing by-law, under the title of Purchasing Coordinator, and assists operating areas through budgetary advice on major purchases.
- Responsible for all Financial Reporting and preparation of Financial Statements, Financial Information Return and all associated Annual Reports as well as coordination with the Town's auditors.
- Maintains all relevant accounts payable, accounts receivable, tax ledgers and payroll systems, and observes all procedures necessary for the flow and handling of cash, calculations, posting and banking operations and reconciliations.
- Administration of various grant programs to senior levels of government.
- Develops and coordinates the budget process and schedules for all departments in the Municipality. Designs, develops, prepares, presents and receives approval for current, capital, reserve and reserve fund budgets.
- Monitors, in collaboration with the CAO and the Senior Management Team, the budgets approved by Council. Ensures that these budgets are implemented, administered and controlled within the required standards.
- Selects and hires all Finance Services staff. Ensures training and performance review programs are carried out in accordance with approved guidelines.
- Oversees the information technology division for the Town to ensure that all technology, communications systems/telephony and Geographic Information System needs are met and information is safeguarded.
- Facilitates borrowing and financing for Drainage construction projects, and administers drainage superintendent and maintenance grants.
- Other duties as assigned

Decision Making and Judgement:

- Work is performed under the general direction of the CAO with access to various Provincial/Federal government agencies, policies and procedures established by Council and to all applicable legislation, regulations and various Municipal policies and procedures.
- Developing and recommending long and short term financial, asset management, technology and communication system policies and procedures for the

municipality in co-operation with the CAO and other members of the Senior Management Team for approval by Council.

- Overseeing and directing the operation of the Finance Services area in all related activities and functions.
- Developing and coordinating budget preparation schedules, providing advice and guidance in relation to this activity and making appropriate adjustments prior to submission to Council for approval.
- Developing and recommending short and long range planning for the municipality in co-operation with the CAO and other members of the Senior Management Team for approval by Council.
- Making independent decisions related to the effective and efficient operation of the department taking into account all legislation, regulations, policies and standard practices and guidelines.
- Directing the Managers in the operation of their respective divisions.
- Developing departmental levels of service for Council approval and identifying and resolving problems for the Department as required.
- In consultation with the Managers evaluating the effectiveness and cost efficiency of services and formulating appropriate recommendations for the review of the Senior Management Team and Council.
- Developing strategies to maximize utilization of equipment and staff and to ensure effective training and development systems are in place
- Prioritizing workload, meet deadlines, be detail oriented and accurate;
- Demonstrating tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality.
- Developing, implementing and/or interpreting policies, bylaws, acts, regulations, etc
- This role must become competent within the meaning of the Occupational Health & Safety Act. In addition, this position must become capable of recognizing work hazards and be able to translate same into operational recommendations and requirements

Human Resources:

- Directly supervises Manager of Revenue, Manager of Accounting Services, Manager of Information Technology, and Manager of Financial Analysis
 - Indirectly, support staff to the divisions in Finance Services.
- Leadership of department including performance reviews, training, coaching, health & safety compliance and assisting with the planning and follow up of operational issues
- strategic planning of human capital resources in each area
- strategic planning of organizational design in each area
- plan, prioritize and assign work;
- establish goals and objectives for department and Managers within department;
- coordinate all aspects of the operation of Finance Services;
- Oversee the development and implementation of programs that will assist in delivering quality services and programs to the ratepayers;

- Provide leadership and to motivate staff to deliver quality service and programs to ratepayers.
- plan, prioritize and assign work;
- accountable for health and safety responsibilities of staff; must ensure compliance with OHSA as well as the Municipality of Lakeshore's Health and Safety policies and procedures including WHMIS;
- assist in recruitment, training, setting objectives, performance management, vacation scheduling, lieu and flex time approval, etc.;
- identify and assist in addressing the professional needs of staff;

Financial Management:

- Formulates schedules and coordinates the development of the corporate budget including capital and annual operating budget.
- Administration of reserve funds, long term capital budgets, daily cash flow, and debt management.
- Develop, implement and manage the budget for Finance Services
- assist in setting service level goals and monitor against financial targets as approved by council;
- manage department projects/programs;
- Develop, present, implement, monitor and evaluate annual capital and operating budgets as requested by the CAO and Council;
- manage capital projects;
- project financial variances as part of the monthly or quarterly review; monitor and control budgets.

Interpersonal Skills:

Must have strong organizational and leadership skills. Must have proven ability to establish and maintain effective working relationships with a diverse group of stakeholders and must be able to effectively manage multiple projects concurrently.

Must have excellent communication skills, both oral and written to provide advice and direction to Council, staff and the general public. Must also have strong skills in networking and relationship building internally and externally.

Internal:

- With the Mayor, Council and the Senior Management Team to provide advice, assistance and guidance in financial, asset management and technology/communications systems issues.
- With subordinate staff to give clear direction regarding assignment of tasks and responsibilities.
- With the municipal Auditor to exchange technical information.
- With the CAO to discuss operational, management and policy issues and receive policy direction

External

- With Provincial and Federal Ministries to negotiate grants, exchange information, obtain assistance, etc.

- With the general public to respond to incoming enquiries, solve problems and provide information at public meetings.
- With consultants, auditors and legal services for the discussion of a wide range of municipal business.
- With other municipalities to exchange information
- With the media on various issues
- With financial institutions and investment agencies to discuss cash management, finance management and control

Working Conditions:

Environment

- Works within an office environment.
- Some travel may be required.
- Manual dexterity to operator a personal computer

Control over Work Schedule

- Office hours being 8:30 a.m. to 4:30 p.m. (35 hours per week)
- Required to attend Council and Committee meetings.
- Work is subject to deadlines and may be required to work overtime to handle workload.
- Lieu time is capped at 35 hours per year

Updated: July 2016

Core Competencies

Leadership	Strategic Planning	Problem Solving
Diplomacy, Tact & Discretion	Confidentiality	Policy Development
Communication	Coaching and Mentoring	Negotiating
Change Management	Prioritization	Organizational
Team Building	Financial Management	Innovation & Initiative
Report Writing	Approachable	Sound Judgement

Revision Log

Date	Change	Author	Re-evaluated
Jul 31/16	New format and general description changes		Aug 2016