

TITLE: Finance Office Manager
DEPARTMENT: FINANCE

REPORTING TO:

- Director of Finance

OVERALL RESPONSIBILITY:

Reporting to the Director of Finance, the Finance Office Manager is responsible for overseeing the efficient organization and operation of the Finance Department. This exempt position provides assistance to the Director with respect to fulfilling the statutory functions of the Financial Officer and the Collector of Taxes and may fulfill some duties of the Director of Finance in their absence. This is complex fiscal and administrative work with the incumbent responsible for a wide variety of duties relating to the treasury and financial operations of the City at a professional level. Work is performed with limited supervision and requires initiative and sound accounting judgment.

THE PRIMARY RESPONSIBILITIES OF THIS JOB ARE:

- Direct, supervise, and coordinate the activities of department staff engaged in accounting, payroll, property taxation, and clerical duties;
- Ensure that all financial matters are conducted in accordance with the *Local Government Act*, *Community Charter*, Provincial and Federal legislation, and bylaws and policies of the City of Duncan;
- Supervise and be responsible for ensuring the accurate maintenance of the property tax subsystem, including reconciliations, remittances, and preparation of tax notices and other statutory requirements associated with the collection of property taxes and other user fees;
- Supervise and be responsible for the maintenance of the utility subsystem, including reconciliations and preparation of utility billings;
- Maintain the general ledger system, including journal entries and reconciliations as well as month-end/year-end procedures;
- Assist with the preparation of financial reports and statistics for outside agencies, regulatory bodies, and other levels of government;
- Assists with the preparation of the year-end working files and coordination of all year-end financial reporting;
- Supervise and assist with front-line customer service (counter, telephone, and information technology inquiries);
- Provide supervision, mentoring, relief, and assistance to other accounting and clerical positions as required;
- Manage staff through effective recruitment and selection and performance management to maintain a high level of staff performance and teamwork;
- Participate in the development and implementation of departmental goals, objectives, policies, and procedures;
- Provides input into the operations and management of the City as a member of the Management Team.

QUALIFICATIONS, EDUCATION & TRAINING:

- Completion of a recognized Professional Accounting Designation (CPA) or in the process of obtaining CPA designation. A combination of education/experience may be considered.
- A minimum of 3 years' related experience in a variety of accounting practices, including proven experience in municipal government.
- Managerial experience, preferably in the public sector.
- Training and experience with Microsoft Office/Excel and Vadim/iCity.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Thorough knowledge of the principles, best practices, and concepts related to financial management and accounting in a municipal setting;
- Knowledge of municipal or public accounting policies, standards, and procedures;
- Working knowledge of the *Community Charter, Local Government Act*, related statutes, and regulations affecting local governments;
- Strong Microsoft Excel skills – to an intermediate/advanced level;
- Superior written and verbal communication skills;
- Ability to complete work with a high degree of accuracy;
- A high level of integrity, confidentiality, and accountability;
- Demonstrated leadership and relationship-building skills with the ability to lead a team in a unionized environment;
- Excellent analytical, organizational, time management, problem-solving, and decision-making skills to effectively handle a variety of competing tasks and priorities within a supportive and respectful work environment; and
- Ability to build and maintain close working relationships and facilitate collaboration with staff, other departments, other stakeholders, and with other senior management of other local governments and other levels of government.

THIS POSITION SUPERVISES THE FOLLOWING POSITIONS:

- Payroll Clerk
- Accounting Clerk
- Front Desk Clerk
- Utility Billing Clerk
- Casual Support Workers