

TITLE: Manager of Financial Services
DEPARTMENT: FINANCE

REPORTING TO:

- Director of Finance

OVERALL RESPONSIBILITY:

Reporting to the Director of Finance, the Manager of Financial Services 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 the 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:

- Participate in the development and implementation of departmental goals, objectives, policies, and procedures;
- Ensures 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;
- Oversee and maintain the day-to-day operations of the Finance Department, which includes general ledger, billing, collection, and payroll;
- Directs, supervises, and coordinates the activities of department staff engaged in accounting, payroll, property taxation, and clerical duties;
- Preparation of the year-end working files and coordination of all year-end financial reporting;
- Preparation and assistance with the annual operating and capital budgets for the financial plan;
- 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;
- Prepares financial reports and statistics for outside agencies, regulatory bodies, and other levels of government;
- Calculates and remits monies collected on behalf of other governments and agencies;
- Assists with applying for grants, tracking, reporting, and processing grant claims;
- 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;
- Manages staff through effective recruitment and selection and performance management to maintain a high level of staff performance and teamwork;

THE PRIMARY RESPONSIBILITIES OF THIS JOB ARE (CON'T):

- Reviews financial systems and recommends changes to improve accounting controls, efficiency, and effectiveness of operations or value for money;
- Assists in the recommendation of fees and charges, licenses, and rate structures for taxes, utilities, and other revenue-generation initiatives; and
- Provides input into the operations and management of the City as a member of the Management Team.

QUALIFICATIONS, EDUCATION & TRAINING:

- Designated Accountant with a minimum of three (3) years of municipal accounting experience.
- Managerial experience, preferably in the public sector.
- Training and experience with Microsoft Office 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