



JOB DESCRIPTION

POSITION: Manager of Finance

DEPARTMENT: Finance

SUMMARY:

The Manager of Finance is responsible for planning, coordinating, safeguarding and directing the City's financial accounting and reporting operations including payroll, purchasing, and risk management. The position supervises staff related to these functions.

DUTIES AND RESPONSIBILITIES:

Manages the Finance department by directing the City's accounting, revenue collection and cash management functions, the preparation and submission of reports, statements, returns and records to meet the expectations of the users, the timely preparation of material in accordance with statutory and other requirements, and the development of new and revised divisional procedures to respond to changing needs. Manages the department's budget.

Reviews and monitors financial statements of departments and provides advice and guidance to departments on improving financial health. Assists in identifying areas of financial impact and providing options for business solutions to the corporation and departments.

Oversees the purchasing function for the City by:

- negotiating a variety of contracts for the procurement of City goods and services
- administering the purchase card and credit card program at the City
- provides initiative in offering help and identifying areas for process change within departments to improve overall purchasing effectiveness
- approves accounts payable invoices and cheques, accounts receivable billings and collections.

Manages the payroll function by:

- ensuring the data entry, payments, remittances, statements and reporting are in accordance with applicable acts, statutes and regulations are met within deadlines
- liaising with the Deputy City Clerk to resolve human resource issues

Hires, terminates (in consultation with and approved by the City Administrator), disciplines, and provides direction and support to the Division staff:

- develops annual achievement plans in conjunction with staff members, provides feedback and coaching to staff, and identifies areas for development
- represents the Employer in grievances and other labour relations matters
- reviews and provides recommendations to the Administrator on staff complement and organization structure

Manages the risk management function for the City by:

- ensuring compliance and adherence to changing regulations and legal case law precedent
- advising departments of potential material risks and exposures
- identifying and obtaining proper insurance coverage for City liabilities, property and vehicles

Responsible for the efficient and effective operation of the computer software systems used by the Finance department. Oversees the development and implementation of financial systems and controls which respond to the services needed by Council, public and City Departments.

Proactively initiates the formulation and recommendation of short and long term fiscal strategies for the City and defines financial goals and objectives in keeping with such plans.

Acts as the City's internal auditor and ensures adequate financial controls are in place by: ensuring procedures are in place and records and information are maintained coordinates the external audit and the preparation of audit working papers and financial statements, responds to audit findings and takes appropriate action

Attends Council and committee meetings as required to provide advice and input for policy development in matters related to Finance. Responds to inquiries and complaints from the public and investigates to develop solutions as appropriate.

Ensures risk management and liability exposures are addressed and monitored.

Ensures health and safety procedures are implemented and maintained for both public and staff safety.

Reviews divisional process and procedures to achieve improvements, cost savings and revenue generation.

Assists Department Managers in developing and implementing department business plans.

Responsible for the development of annual budget guidelines and preparation of the annual budget.

Responsible for the annual municipal report. Responsible for developing the Five Year Financial Plan.

All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Periodically provides contract services to other municipalities within the region. Other related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Chief Administrative Officer/Corporate Officer

Positions directly supervised: Accounting Clerks

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education & Experience: Five years related experience as a Certified Accountant (CPA) with designation

Licences/Certificates: Valid BC Drivers Licence

Skills and Abilities: Strong interpersonal and communication skills with a commitment to teamwork and customer service
Strong business and financial skills
Strong PC/technology skills and aptitude
Strong leadership and supervisory skills
Ability to deal effectively/courteously with the public
Ability to work with minimal supervision

DESIRABLE:

Education & Experience: Courses in procurement practices, Degree in Public Administration
Risk Management Experience
Insurance and claims management experience
Internal auditing experience
Payroll Experience

JOB DESCRIPTION APPROVAL AND DESIGNATION

Full-Time:
Part-Time:
Permanent:
Temporary:
Casual:

Signature
Department Head:

Signature
Chief Administrative Officer:

Effective Date: December 18, 2015