



Town of Sundre

Position Description

Position Title: FINANCE MANAGER

Reports To: Director of Finance and Administrative Services

Staff Supervised: Taxes/Utilities Coordinator
Accounting Assistant
Administrative Assistant

Last Updated: September 26, 2017

Position Description:

Overview

The Finance Manager is a key leadership position in Corporate Services of the Town of Sundre. Under the Director of Finance and Administration, the Manager of Finance shall be responsible for the day to day operations of Corporate Services including development of policies, staffing, financial and grant management. The position works closely with the Director of Finance and Administration and other managers to provide financial and grant support.

Finance

Accountable for general accounting, cash management, insurance, tangible capital assets, information technology, assists with budget creation, assists with the year-end process and liaising with external auditors, financial reporting, and financial consultation.

Grants

Will secure and ensure optimal utilization of all grant funding available to the Town of Sundre, prepare and submit grant applications, manage and report grants received and provide direction to Town staff.

FINANCE ADMINISTRATION Responsibilities:

General Accounting and Cash Management

- Ensure finance and accounting procedures are transacted consistently and in line with statutory requirements
- Supervise data control operations in the financial sub-ledgers including the approval of documents and batch processing control
- Oversees the receipts of revenues and payment of expenditures in accordance to the annual budget
- Maintain and reconcile general ledger (G/L) accounts
- Prepare and enter journal entries

- Prepare and enter reserve entries and perform reserve transfers
- Prepare quarterly reports and report on variances
- Create cash flow statements
- Establish and maintain cash controls
- Monitor cash reserves and investments
- Prepare and reconcile bank statements

Insurance

- Maintain and update insurance portfolio in consultation with Town's insurers
- Prepares and submits all insurance claims

Tangible Capital Assets

- Maintain and update Tangible Capital Assets ledger
- Prepare and allocate annual amortization schedule

Information Technology

- As the IT Administrator, manage the Town's information technology infrastructure to ensure that technology is up-to date and that Town data is secure
- Submit appropriate technology requests to IT supplier

Budget

- Assist with budget creation procedures and processes
- Maintain contract list and enter contract impacts into budget system
- Prepare and enter budget allocations into budget software
- Ensure budget is accurately entered into the Town's financial system

Year-End

- Assist with year-end closing procedures
- Assist with the preparation of audit working papers, including all grant and banking working papers
- Assist with the preparation of financial statements and schedules
- Provide external auditors with requested information
- Prepare and enter all adjusting journal entries

Financial Reporting

- Assist in the creation of financial reports within established criteria
- Assist with the preparation of government reporting documents
- Gather financial information requested by stakeholders
- Prepare Corporate Services business plans

Financial Consultation

- Provide financial information to Town departments
- Assist with the development of financial policies and bylaws
- Supervise, schedule and evaluate staff, providing on-going constructive feedback and encouragement
- Coach, model and ensure staff practices quality customer service
- Assist staff to develop the necessary skills to be successful

- Attend and participate in meetings as determined by the Director of Finance and Administration
- Make recommendations to the Director of Finance and Administration on the hiring, training and releasing of staff
- Participates in the development and implementation of departmental goals, objectives, policies, procedures and priorities for Corporate Services

GRANTS ADMINISTRATION Responsibilities:

Grant Identification

- Proactively identify and provide ongoing research of available funding opportunities at the federal, provincial and municipal levels as well as through other organizations
- Develop a comprehensive knowledge of existing and new grant programs, grant objectives and principles
- Establish and maintain an on-line resource library on available grant funding sources
- Disseminate grant information to appropriate departments regarding availability and effective use of funds
- Actively participate in the annual budget preparation process to identify appropriate grant funding sources for proposed projects

Grant Preparation, Filing and Reporting

- Draft grant applications to ensure optimal coordination of projects with specific grant guidelines and initiatives
- Develop and maintain a system to track and administer grants and prepare periodic reports
- Submit grant applications and comply with all grant program deadlines
- Prepare and submit all grant reporting requirements to ensure compliance with applicable rules and regulations
- Develop and maintain a relationship with grant issuing agencies

Other Responsibilities:

- Act as a member of the Leadership Team, providing financial and grant information as needed
- Provide support to the Director of Finance and Administration as requested
- Fulfil Director of Finance and Administration duties as needed
- Participate in the Town's safety and disaster preparedness programs
- Other duties as directed by the Director of Finance and Administration

Preferred Qualifications:

Education and Experience

- Holds a CPA designation or is actively pursuing the CPA accounting designation
- A National Advanced Certificate in Local Authority Administration (NACLAA) would be considered an asset
- Three to five years of directly related experience in progressively more responsible positions

Skills and Abilities

- Knowledge of federal, provincial, and municipal grant programs
- Demonstrated skills in leadership
- Proficient working knowledge of the MS Office suite

- Experience working with Muniware software would be considered an asset
- Demonstrated proficiency and reliability in planning, organizing and carrying out multi-task projects
- Highly developed interpersonal, verbal and written communication skills with the ability to provide technical and analytical reports appropriate for varied audiences.
- Exhibits a high degree of personal initiative, integrity, professionalism and accuracy

Please sign to acknowledge your responsibilities laid out in the job description

Manager name:	Employee name:
Manager signature:	Employee signature:
Date:	Date: