



CROWSNEST PASS
Naturally Rewarding

DIRECTOR OF FINANCE

REPORTS TO: Chief Administrative Officer

REVISION DATE: May 2019

POSITION SUMMARY

Reporting to the Chief Administrative Officer, the Director of Finance is a senior administrative team member responsible for the professional leadership and strategic management of key functions including Finance, Information Technology, and Administrative Services.

KEY DUTIES AND RESPONSIBILITIES

1. Governance:

- Assist and strategically support the Chief Administrative Officer and Administrative Team in all matters relating to the operations of the Municipality in accordance with legislation and established policies and practices.
- Responsible for establishing the department business plan and facilitating departmental goals and actions that compliment and support the Municipal Mission and Vision.
- Provides personnel leadership of the Finance Department including hiring, promoting, succession planning, goal setting, information sharing, training and performance evaluation.
- Directly supervises the work and activities undertaken by consulting and contract service providers for the Finance Department.
- Responsible to build and foster lasting relationships with other departments, key business partners, and government agencies.

2. Finance:

- Develop and implement appropriate financial systems, policies, practices and controls to ensure the prudent management and timely reporting of all municipal funding and disbursements.

- Direct the development and implementation of the 3-year budget process and assist departments with the development of capital and operating plans relative to 3-year budgeting.
- Analyze and provide strategic recommendations regarding financial reports relative to budget variance and financial forecasting.
- Management of treasury functions relating to cash flows, investments, debt, and reserves in accordance with established policies and practices.
- Responsible for the presentation of financial statements and variance reports to Council as required.
- Facilitate the year-end financial audit process including actuarial reporting.
- Facilitate and collaborate with other departments on the application and reporting of grant programs.
- Acts as a signing officer for the Municipality.
- Responsible for the procurement of banking, auditing, assessment and actuarial services.
- Responsible for the integrated services of warehouse operations and inventory management.

3. Information Technology and Communications Systems:

- Develop strategic goals and actions to allow the Municipality to operate and communicate internally and externally efficiently and effectively through its technical and communication systems.
- Coordinate with all departments to facilitate technology as a means to fully integrate all Municipal operations and communications.
- Responsible for the procurement of service delivery for information technology and communication systems.

4. Legislative and Administrative Services:

- Develop strategic goals and actions in conjunction with Corporate Services relating to document management of Finance Department documents including archiving, retention, search capacities, standardization, security and integrity.
- Facilitate the preparation of all legislative and statutory advertising and coordinate general advertising required by the Finance Department.
- Develop financial processes to support the Risk Management Program and to mitigate Municipal risk.
- Develop financial processes to support Emergency Management and disaster recovery in the event of a state of local emergency.

COMPETENCIES AND BEHAVIOURS

1. **Leadership Skills:** Provides leadership while giving guidance and support. Mentors and is a positive role model who has the ability to communicate potential opportunities to departments while empowering staff and incorporating the views of others.
2. **Management Skills:** A proven record of being able to motivate, plan, direct and evaluate people and activities of a broad based municipal organization. The ability to manage effectively while maintaining a friendly approachable attitude.
3. **Financial Management:** Leads with a strong sense of service delivery while integrating financial planning, budgeting, and management reporting.
4. **Communication Skills:** A clear, concise and positive communicator who is able to build trust through presenting ideas clearly while effectively listening to others. Demonstrates a strong ability to work effectively within a public sector environment and is politically astute.
5. **Flexible and Adaptive:** The ability to demonstrate flexibility and openness to changes in work, personnel or team responsibilities or portfolios.
6. **People Person:** An integral part of a professional team with high ethical standards and an honest, consistent style of working co-operatively with others. The ability to work and lead in a professional manner while also allowing for creativity within the workplace.
7. **Contract Management:** A confident systems management approach to alternative program and service delivery styles including contract negotiation, management and quality service evaluation.
8. **Organizational Skills:** Able to simplify often complex administrative and service matters, an ability to separate important issues and prioritize work initiatives.
9. **Pragmatic Decision-Maker:** Believes in involving people in processes to establish priorities and show sensitivity to changing approaches. Show strong common sense and intuitive judgment abilities.
10. **Conflict Resolution:** Able to develop proactive solutions through the use of interest based negotiations demonstrating strong conflict resolution skills.

EDUCATION AND EXPERIENCE

The position requires the following minimum qualifications:

- Post-secondary degree in Business Administration and Finance.
- Professional accounting designation (CPA).
- A minimum of five years of experience in a management capacity relating to finance and management.
- Competent working knowledge of financial reporting, controls and experience in an accounting environment at a professional level.

- Competent working knowledge and proficiency of compatible computer systems/software such as Microsoft Office and Microsoft Dynamics/Diamond software systems.
- Competent working knowledge of financial systems including property tax and assessment, utility structures, cash flow, debt, investment, risk management and insurance.
- Municipal experience including competent working knowledge of bylaws, regulations and legislation would be an asset.
- Management experience in a unionized environment would be an asset.