

Job Description

Director of Finance

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Director of Finance is responsible for planning, directing and controlling financial, human resources and administrative functions for the municipality by following municipal policies and procedures and in accordance with Federal and Territorial legislation.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Director of Finance reports directly to the Senior Administrative Officer and is responsible for managing financial, human resources and administrative functions. This includes preparing the budget; conducting financial analysis and preparing financial reports; developing and implementing an effective system of accounting; managing the payroll system and maintaining accurate and current bylaw records.

Failure to provide these services may result in improper budgeting and spending allocations; misplaced or misused revenues; inaccurate financial statements; and financial mismanagement if the payroll, accounts payable and/or accounts payables are not processed in an accurate and timely manner.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Participate in the provision of effective strategic, financial and human resources planning and information

Main Activities:

- Provide financial and human resources advice and guidance to the Senior Administrative Officer
- Participate in strategic, financial and human resources planning
- Research, prepare and submit the annual budget
- Prepare detailed reports on financial, human resources and administrative matters
- Attend meetings and make presentations to Council

2. Provide comptrollership functions in order to ensure finances are managed according to legislation, policies and procedures and generally accepted accounting principles

Main Activities:

- Manage accounting and financial systems and maintain full and accurate accounting records
- Conduct financial analysis and prepare detailed financial reports and statements
- Provide financial and accounting advice, direction and leadership

- Ensure compliance with financial legislation, policies and procedures and adhere to the terms of Block Funding and Contribution Agreements
- Develop and implement purchasing practices and monitor the purchasing system
- Prepare tender documents and administer contracts
- Respond to auditors' comments concerning finances and operations and oversee required action to address deficiencies
- Approve the Chart of Accounts and maintain commitment controls
- Implement and monitor payment authority practices
- Establish and maintain cash controls
- Monitor department spending and recommend corrective actions as necessary
- Manage investments and reserves
- Reconcile general ledger accounts

3. Manage and coordinate human resources and administrative functions including personal administration and payroll

Main Activities:

- Administer the collective agreement
- Manage the payroll system in order to ensure all staff are paid on a timely and accurate basis
- Provide advice and assistance on human resource planning and management issues
- Ensure personnel records and files are maintained
- Maintain the Bylaw Registry
- Assist in the preparation of Bylaws
- Supervise the maintenance of assessment roles and collection and distribution of municipal and school taxes
- Ensure the maintenance of computer systems within the municipal office

4. Provide leadership and direction to Finance and Administration staff to ensure efficient use of human resources

Main Activities

- Establish and maintain internal controls to ensure compliance with financial and human resources legislation, policies and procedures.
- Evaluate the performance of, and provide training and development opportunities for, Finance and Administration staff
- Manage the maintenance and upgrade of financial, payroll and human resources information systems
- Provide leadership by delegating tasks, responding to staff inquiries and providing overall direction to section employees

5. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ generally accepted accounting principles
- ✓ computerized accounting programs
- ✓ accounts payable and accounts receivables
- ✓ fund accounting
- ✓ preparation of financial statements
- ✓ preparation of financial reports
- ✓ municipal services
- ✓ administration of employee benefits
- ✓ payroll systems and reporting
- ✓ office administration
- ✓ an understanding of relevant municipal legislation, policies and procedures
- ✓ an understanding of the northern cultural and political environment

Skills

The incumbent must demonstrate the following skills:

- ✓ excellent leadership skills
- ✓ excellent interpersonal skills
- ✓ team building skills
- ✓ well developed accounting skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ attention to detail and high level of accuracy
- ✓ very effective organizational skills
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate and manage computerized financial, payroll and human resource information systems, spreadsheet and wordprocessing programs, and e-mail at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Director of Finance. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The Director of Finance would normally have attained a professional accounting designation (CA, CGA, CMA) from a recognized accounting program and have several years of related senior financial and administrative experience.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Director of Finance will spend long hours sitting and using office equipment and computers, which can cause muscle strain.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The incumbent is located in a busy office. The incumbent is faced with constant interruptions and must meet with others on a regular basis.

Sensory Demands

(The nature of demands on the incumbent's senses)

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer conducting financial analysis and preparing detailed reports which requires attention to detail and high levels of accuracy.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Director of Finance must meet several deadlines and will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

CERTIFICATION

Employee Signature	Supervisor's Title
Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.