

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: DIRECTOR OF FINANCE
	Union / Non-Union: NON-UNION	Classification Type: 14-MONTH CONTRACT
	Salary Classification: RANGE 8	Approval Date: April 20, 2025

General Job Responsibility

Director of Finance shall be responsible for the oversight and management of all financial matters of the Municipality, prepares or, oversees and approves, the preparation of all provincial and federal financial reports, responsible for the administration and management of the Municipality's employee pension plan, provides daily support, leadership, coaching and mentoring to all staff under their direction, develops and prepares internal control policies and processes, oversees the Municipality's insurance program, supports the collection of taxes and charges, coordinates the development and calculations required for the annual operating and capital budgets, cooperates fully with Municipal Auditor, prepares comprehensive reports for Council, prepares reports and processes for the Audit Committee concerning internal controls, provides confidential and management oversight of the Municipality's payroll and payroll processes, continually monitors the Municipality's financial performance and cash flows, acts as a signing officer for all financial documents and bank accounts, statutory duties of the Municipal Treasurer, responsible for the setup, maintenance and use of the Municipality's financial accounting software programs, contributes to the annual development of municipal-wide strategic priorities, develops an annual training plan for all employees under their supervision, prepares detailed and comprehensive reports and presentations, and other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Chief Administrative Officer.

Specific Job Responsibilities

1. Responsible for oversight and management of all financial matters of the Municipality, including accounts payable, accounts receivable, payroll, taxation and provincial and federal government required filings, claims, and remittances.
2. Annually prepares or oversees and approves the preparation of all provincial and federal financial reports including audited financial statements, statement of estimates, annual expenditure return, capital investment plan, financial information return, HST remittance / public service bodies' rebate, income tax and payroll reports, worker's compensation, medical insurance plan, and other similar reports.

3. Responsible for the administration and management of the Municipality's employee pension plan, ensuring all employees that are eligible are included, annual returns are reviewed, and recommendations and reports are made to the Chief Administrative Officer when changes to the administration or terms and conditions of the plan are deemed appropriate.
4. Provides daily support, leadership, coaching and mentoring to all staff under their direction, ensuring staff are properly trained and resourced, and policies and processes are in place to ensure their effective and efficient implementation through consistent and regular performance management.
5. Develops and prepares internal control policies and processes as they relate to the financial operations of the Municipality to ensure fair and consistent tax collections, purchasing, payables and proper oversight is implemented and maintained so no employee contributes to more than one action for any financial transaction to safeguard the public's funds with proper segregation of duties.
6. Oversees the Municipality's insurance program for buildings, equipment, and liability; filing claims and notices of potential actions or claims when required, dealing with the Municipality's insurance provider, alerting the Municipality's solicitor for advice on documents and appropriate filings with insurance provider, along with collecting information and evidence from various staff concerning the alleged incident(s) including staffing, maintenance records, and photographs.
7. Supports Accounts Receivable Manager in the collection of taxes and charges through a variety of methods and means, as well as tax sale processes, ensuring files are current, tax sale and overdue account checklists are developed and adhered to, and tax sales and alternate collection methods such as small claims courts, service disconnections or denial of service are considered, and liens are placed on each property when applicable, with all being carried out according to legal requirements and processes.
8. Coordinates the development and calculations required for the annual operating and capital budgets; requiring input and documentation from Council and appropriate staff to ensure financial requests are substantiated and presented to Council with various funding options and tax rates.
9. Cooperates fully with Municipal Auditor providing full and open disclosure and access to all municipal documents and financial records while supporting the timely completion of annual audit including completion of non-consolidated and consolidated statements along with notes and prepares a comprehensive response to all issues raised in any management letters, updating Audit Committee concerning actions taken and changes made to address noted deficiencies in a timely manner.

10. Prepares comprehensive reports for Council on all aspects of the position including detailed financial reports no less than quarterly and attend meetings of Council, Committee of the Whole and other committees when required to provide reports and updates concerning financial information and processes.
11. Prepares reports and processes for the Audit Committee concerning internal controls for all financial aspects of the Municipality, implementing system and process changes, including training of Committee members and development of a robust internal control manual.
12. Provides confidential and management oversight of the Municipality's payroll and payroll processes including processing bi-weekly pays, special pays, issuing records of employment, T4's, payroll and Workers Compensation Benefit remittances, preparation of payroll journal entries and importing GLI into SAP.
13. Continually monitors the Municipality's financial performance and cash flows to ensure that the financial resources available always meet the expenditures needs of the departments and bi-weekly payables, while being responsible for authorizing transfers between accounts and approving all bank electronic fund transfers.
14. Acts as a signing officer for all financial documents and bank accounts of the Municipality, and in the absence of the Municipal Clerk, of all municipal financial contracts and agreements.
15. Responsible for statutory duties of the Municipal Treasurer as per the *Municipal Government Act*.
16. Responsible for the maintenance and use of the Municipality's financial accounting software program or programs, including establishing and maintaining policies and processes for use and access, developing templates for and preparing financial reports, establishing systems of alerts and controls for security, and working with Manager of Information Technology to ensure regular and consistent backup and support for the system.
17. As a member of the Senior Management Team, contributes to the annual development of municipal-wide strategic priorities, ensuring that financial issues are clearly and succinctly presented and included.
18. Maintains and supports an annual training plan for all employees under their supervision to ensure each employee is provided with an opportunity to develop and grow, both as a current employee, and also to prepare them for future lateral and horizontal movements within the Municipality, including cross-training for appropriate functions.
19. Prepares detailed and comprehensive reports and presentations for the Chief Administrative Officer and Council on various financial matters and issues during the

year as requested.

20. Other duties and responsibilities as may be assigned from time to time by the Chief Administrative Officer.

Qualifications and Expectations

Candidates for this position must possess as a minimum, an undergraduate or master's degree in commerce, business administration or a related field with a focus in accounting and have a professional accounting designation (CPA) or master's degree in business administration with an accounting focus. Employee must have a strong understanding of municipal finance and accounting plus seven to ten years of related experience, with preference given to those whose experience is directly or indirectly working with a municipal government organization, municipal auditing, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional financial analytical and report writing skills, and be able to understand, interpret and explain complex financial matters, as well as the ability to facilitate and publicly present information to people of all education and interest levels, be adept at dealing with difficult people and be able to discuss complex matters in simple terms tactfully and respectfully, be fluent with Microsoft Office and various financial software programs, and comfortable working in a fast-paced work environment. This position will occasionally require work outside of normal office hours including evenings and weekends.