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|  | Municipality of the County of Annapolis JOB DESCRIPTION | Position Title: FINANCE AND AGREEMENTS COORDINATOR |
| | Union / Non-Union: NON-UNION | Classification Type: FULL-TIME |
| | Salary Classification: RANGE 5 | Approval Date: April 3, 2024 |

General Job Responsibility

Finance and Agreements Coordinator shall be responsible for coordinating the procurement of financial services, maintaining the Municipality's insurance policy, establishing and maintaining a centralized purchasing process, preparing educational materials, pamphlets, brochures, and other print and electronic media to promote financially responsible and sustainable purchasing practices, maintains a master list of all contracts and agreements, leads the development and implementation of an electronic purchase order system, supports a program for the Municipality of standing offers, contracts for the provision of real estate services, responsible for completion of monthly bank reconciliations for capital and reserve bank accounts, assists Director of Finance with the development and preparation of internal control policies and processes, supports the Finance and Payroll Clerk with payroll maintenance and processing and acts as a backup, allocates interest earned to the Municipality's various accounts and reserves, maintains the tangible capital asset ledger including annual entries associated, cooperates fully with Municipal Auditor, prepares variance reports for operating accounts, provides support and leadership to all finance staff that they interact with, establishes and maintains a grant reporting database, annual preparation of the financial information return (FIR), supports Directors and other staff with purchasing in the creation and implementation of purchasing policies and processes, prepares reports and presentations for the Director of Finance, and carries out other duties and responsibilities as may be assigned from time to time by the Director of Finance. 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. Receives public complaints and legal actions regarding insurance matters.

Accountability

This position reports directly to the Director of Finance.

Specific Job Responsibilities

1. Coordinates the procurement of financial services required by the Finance Department, including research and support in the preparation of procurement documents related to municipal insurance, auditing services, banking, fire services, and other similar municipal needs, considering legislative requirements and in compliance with the Public Procurement Act and internal policies.
2. Maintains the Municipality's full liability, property, vehicle and equipment insurance policy, ensuring that all properties and operations have the required coverages, contracts and agreements that require third-party certificates that list the Municipality

as an additional insured are obtained and maintained in good standing, and that third parties that have leases, easements, or other agreements with the Municipality that are required to carry insurance coverage, have such coverage in place at all times and the Municipality always has an up-to-date policy in its files, while creating and maintaining certificates of insurance files for all.

3. Receives public complaints and legal actions regarding insurance matters and potential claims, creates an internal process for receiving and documenting complaints, reviews all matters brought to their attention and forwards matters related to municipal insurance directly to the Municipality's insurance provider for the claim period noted, and forwards all claims to the Municipality's solicitor for preliminary advice and filing and reply letters on behalf of the Municipality.
4. Prepares forms, documents, educational materials, reports, pamphlets, brochures, and other print and electronic media to promote and encourage local financially responsible and sustainable purchasing practices at the Municipality and throughout Annapolis County.
5. Maintains a master list of all contracts and agreements, notifying the appropriate staff person at least five months prior to the notification clause contained in each agreement that notification must be given by that future date to terminate, or begin re-negotiation of the agreement, to ensure the contract or agreement does not end or terminate unexpectedly or in detriment to the Municipality without full Municipal consideration. including ensuring appropriate certificates of insurance are current and on hand.
6. Supports a program for the Municipality of standing offers or similar procurement process for items that are regular purchases for which the Municipality would benefit from bulk purchasing in conjunction with other municipalities and public sector entities while still obtaining competitive pricing to maximize the financial resources of the Municipality on behalf of its residents.
7. Contracts for the regular provision of local real estate services for the posting, advertising, sale, and land transfer of Municipal properties to maximize exposure and sale prices while minimizing expenses, allowing for this service to be renewed or changed every three years, seeking companies that have wide sale exposure.
8. Responsible for completion of monthly bank reconciliations for all capital and reserve bank accounts including entering and posting all journal entries in financial accounting software after sign off by the Director of Finance, and preparing and entering all supporting documentation no later than 30 days following month end.
9. Assists Director of Finance with the development and preparation of internal control policies and processes as they relate to the financial expenditure operations of the Municipality to ensure fair and consistent application of payments, interfund transfers,

and allocation of expenses according to approved budgets, ensuring no employee contributes to more than one action for any financial transaction to safeguard the public's funds with proper segregation of duties.

10. Supports the Finance and Payroll Clerk for payroll maintenance and processing and acts as a backup in their absence.
11. Each month, allocates interest earned to the Municipality's various accounts and reserves, ensuring that interest is designated to the proper account according to Financial Reporting and Accounting Manual and any internal policies adopted by Council, completing a reconciliation of these amounts at least monthly.
12. Creates and updates the Municipality's tangible capital asset ledger at year end by reconciling acquisitions and disposals with current assets in the Municipality's financial accounting software, making journal entries to reflect all interfund transactions, creating schedules for prior years showing depreciation, and submits quarterly claims to the Province of Nova Scotia and Government of Canada when required for special issues like the Bridgetown Dissolution funding agreement.
13. 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 statements for the capital and reserve funds 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.
14. Prepares quarterly variance reports for operating for review by the Director of Finance including quarterly recurring journal entries and reconciliations ahead of Audit Committee meetings, and prepares at a minimum, bi-monthly management reports for internal distribution and total budget management for review by the Director of Finance.
15. Responsible for creating, maintaining, and distributing work orders for various capital projects.
16. Prepares annual financial reports and the annual financial information return (FIR) for review by the Director of Finance for submission by September 30 each fiscal year.
17. Provides daily support, leadership, coaching and mentoring to all finance staff that they interact with daily, ensuring staff are properly advised of processes and tasks, and policies are in place to ensure their effective and efficient implementation through consistent and regular communication and feedback.
18. Establishes and maintains a grant reporting database ensuring all reporting deadlines are met including departmental/stakeholder coordination required for completion.

19. Supports Directors and other staff with purchasing authority in the creation and implementation of purchasing policies and processes, looking for ways to maximize community benefit at reduced costs.
20. Prepares reports and presentations for the Director of Finance and the Chief Administrative Officer on various topics and issues during the year as requested.
21. Other duties and responsibilities as may be assigned from time to time by the Director of Finance.

Qualifications and Expectations

Candidates for this position must possess, as a minimum, an undergraduate degree in business, commerce, coupled with specialized technical training in public sector accounting, municipal accounting, public sector procurement program, or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements.

Additionally, the candidate must have a minimum of five (5) years of experience working in a government finance or procurement field, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have strong reading and writing skills, with meticulous attention to detail, spelling, and proofreading, be fluent with Microsoft Office, and be comfortable working in an environment that has short timelines and high political and business attention. This position will occasionally require work outside of normal office hours including evenings and weekends.