



Municipality of the County of Annapolis

Financial Services

Position Job Description: **Manager of Finance**

Position Overview:

The Manager of Finance is a member of the finance team and will work in collaboration with the Treasurer in a broad range of duties including budget preparation, internal auditing, accounting, and financial reporting. This position will take a lead position in the annual audit process and provide supervision, training and leadership to members of the finance department. The Manager of Finance will also be expected to provide backup to the Treasurer and Manager of Revenue.

Job Responsibilities:

- Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establish, within County policy, appropriate service and staffing levels for the Finance Department; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate, through delegation to staff, the finance department's work plan; assign projects and program areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Assess and monitor workloads, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and direct and implement changes.
- Monitor legislative developments related to finance and accounting matters; evaluate impact on County operations; perform long range financial planning and forecasting functions.
- Assist in the oversight and coordination of the annual audit process; ensure the timely delivery of financial documents and information and compliance with general accounting and auditing standards.
- Assist in the preparation, review and evaluation of a variety of financial reports and statements including the general ledger, budget variances and monthly, quarterly and annual reports.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; manage the department and individual work plans; work with employee to correct deficiencies; and manage unsatisfactory performance in accordance with the policy.
- Assist the Treasurer with the preparation, development and administration of County-wide and departmental budgets; review the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Provide staff assistance to the CAO; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

- Research and develop reports and present and make recommendations to the CAO and Council.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Assist the Treasurer with the lead and preparation of the municipality's financial statements.
- Collaborate with the Treasurer to prepare clear and concise administrative and financial reports.
- Interpret and apply applicable Federal, Provincial and local policies, law and regulations.
- Provide backup to the Treasurer and Manager of Revenue.
- Ensure application for government assistance meets appropriate guidelines and reporting requirements.
- Perform other duties and responsibilities as assigned by the Treasurer.

Essential Criteria and Competencies

Minimum qualifications include:

- Five to ten years of increasingly responsible financial management or governmental accounting experience including three to five years of management and administrative responsibility.
- A Bachelor's degree from an accredited university or college with major course work in business administration, accounting, finance or related field or equivalent experience.
- Professional accounting designation would be an asset
- Solid proficiency in Microsoft Office, SAP, and other financial planning software
- Analytical thinker with strong conceptual and problem solving skills
- Excellent report-writing and communication skills
- Strong organizational and time management skills
- Ability to interact with co-workers, council and public in a positive and professional manner
- Attention to detail, effectively prioritizes and executes tasks

Competencies:

- **Values Diversity** -Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.
- **Communication** - Communication is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.
- **Citizen Services** - Implies a desire to help or serve others in a courteous and respectful manner and with the goal of meeting their needs. It means focusing one's efforts on discovering, meeting and balancing the needs of citizens, residents, elected officials, internal colleagues, or anyone that the person is trying to help. This involves recognizing that municipal employees are providing services and information to those who have rights and obligations (taxpayers and residents).
- **Achievement Motivation** - Focuses efforts on working well and / or competing against a standard of excellence while achieving high quality results.

- **Work Safety** - Employees have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.
- **Duty of Loyalty** - As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that's contrary to the County's interests. This includes refraining from public criticism of the County's practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

Direct Reporting Hierarchy

- Reports to: Treasurer
- Supervising others: 1-4 employees

Working Conditions

- Office Environment
- Required to work with Management, Staff, Council, citizen members and residents of the County of Annapolis.

CERTIFICATION

<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="display: flex; justify-content: space-between;"> Employee Signature </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Printed Name Date </div> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="display: flex; justify-content: space-between;"> Manager Signature </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Manager Name Date </div> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="display: flex; justify-content: space-between;"> Chief Administrative Officer's Signature Date </div> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

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.