



Director of Finance Permanent Full Time Job Posting

The Municipality of West Hants, a growing and vibrant community located just 30 minutes from the provincial centre, is seeking an experienced professional for the position of Director of Finance.

Reporting to the Chief Administrative Officer (CAO), the Director of Finance has overall management and direction of the financial affairs for the municipality and provides strategic advice to the CAO and Council. The Director will lead a team of staff who administer and deliver customer service, finance and accounting services for the municipality.

Upon appointment by the CAO, the Director of Finance will perform the duties of the Treasurer of the Municipality as required under the *Municipal Government Act*.

The preferred candidate will hold post secondary qualifications in commerce or related business field, an accounting designation and a minimum of five years accounting related experience, three in a supervisory capacity. Municipal experience will be considered an asset.

Accounting, financial statement preparation, financial controlling, strategic planning and budgeting are key technical requirements. The successful candidate should also possess strong inter-personal and excellent communication skills.

The Municipality of West Hants offers a competitive compensation package. A complete copy of the job description can be obtained at <https://www.westhants.ca/employment-opportunities.html>

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter, to the attention of the undersigned, no later than Friday, April 27, 2018 at 4:30pm

Martin Laycock, Chief Administration Officer
Municipality of West Hants
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Fax 902-798-8553



JOB DESCRIPTION DIRECTOR OF FINANCE

Position Title: Director of Finance/Treasurer

Department/Division: Finance

Reports To: Chief Administrative Officer

Subordinate Staff: Yes

Salary Range: Band 8

Classification: Full-time

Revision Date: March 2018

Position Summary: This Director of Finance is accountable to the Chief Administrative Officer (CAO) for the overall management and direction of the financial affairs for the Municipality. This includes coordinating the preparation of the budget and developing appropriate financial controls. Upon appointment by the CAO, the Director of Finance also performs the duties of the Treasurer of the Municipality as required under the *Municipal Government Act*.

JOB DUTIES AND RESPONSIBILITIES¹

Management Responsibilities

- **Day-to-day Departmental Operations:** Responsible for the strategic leadership, planning and management of the day-to-day operations of the Finance Department in accordance with all Municipal policies and procedures. This includes ensuring all work projects are managed in such a way so as to maximize the effective and efficient use of municipal human and financial resources assigned to the Department of Finance.
- **Financial Administration:** Prepare the annual operating and capital budgets for the Department. Monitor and report on budgets during the year ensuring expenditures are within budget and financial guidelines. Oversee the annual operating and capital budgets for the

¹ Job descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Job descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The municipality of West Hants reserves the sole and unfettered right to make changes to this job description, as required by the organization, without impact upon the employment relationship.

Department. Monitor and report on all Department budgets during the year ensuring expenditures are within budget and financial guidelines.

- Workplace Environment: Promote a positive and productive work environment for all staff in the Department. Ensure a spirit of teamwork exists by promoting the benefits of collaboration and consultation, not only within the Department but also with all staff in the organization.
- Ensure compliance with all Occupational Health and Safety requirements
- Human Resource Management: Manage all Departmental human resources including supervision, training, annual performance appraisals including the setting of key targets for all staff. Prepare recommendations to the CAO for all hiring, suspensions or terminations in accordance with the Municipality's HR Policies. Provide advice and direction to Departmental staff in the performance of their duties and coordinate workloads as necessary
- Subordinates: The Director of Finance is the direct supervisor for the Accountants, Tax Clerk, Utility Clerk, and Customer Service Representatives

Organizational Oversight Responsibilities

Budgetary and Financial Management Responsibilities

- Capital Budget: Coordinates the preparation of the annually prepared five (5) year Capital budget, identifies and compiles proposed capital projects, makes funding recommendations, and assesses the financial impact of the proposed budget on the Municipality
- Municipal Operating Budget: Responsible for the process of Operating budget development for the organization and presentation to Council; includes assistance to other departments as well as preparing recommendations on long term tax strategies for Council's consideration
- Cash Position: Facilitate management of the Municipality's cash position to ensure minimum short-term borrowing costs are reasonable and to maximize return on consolidated account cash balances
- Long-term Debt Management: Responsible for the long-term debt management of the Municipality

Reporting/Audit Preparation Responsibilities

- Financial Status Updates: Ensures systems are in place to allow for timely and accurate reporting of the municipality's financial status by all departments and provide assistance to departments to accomplish the same for their own operations. Responsible for overall organizational reporting in accordance with the administrative policies
- Monitoring of Actual to Budget Results of Operations and Capital Expenditures: Monitor global operating and capital budgets on a regular basis and provide advice to the CAO of significant variances outside of established policy
- Regulatory Financial Reporting: Ensure all financial reporting to provincial and federal government departments and agencies, as well as other outside parties, is carried out on a timely basis.
- Year-end Functions: Responsible for the coordination of all work related to the year-end functions up to and including the presentation of the annual statements to the external auditors

- Responsible for the preparation, presentation, and distribution of financial reports and annual audit
- Insurance Portfolio: Ensure a public procurement process, including an RFP, evaluation and recommendation, is undertaken once every five years. On an annual basis, review the Municipality's insurance portfolio to ensure it adequately meets the needs of the Municipality and oversee the administration of any claims.

Financial Controlling Responsibilities

- Establish/Monitor Financial Controls: Establish and monitor and report on the internal financial control system for the organization.
- Financial advice: Provide advice and training to municipal employees to allow them to meet their obligations to the municipality of a financial nature
- Inter-fund transfers: Responsible for approval of all inter-fund transfers and quarterly reconciliation of fund balances.
- Procurement Policy: Responsible for maintenance and monitoring of the procurement policy controls and guidelines and to ensure procurement policy training and interpretation are available to all staff
- Overall Financial Integrity: Responsible for the overall integrity of the corporate financial reporting systems.

Treasurer of the Municipality of the District of West Hants

- Serve as the Municipal Treasurer pursuant to the appointment to this municipal office under the *Municipal Government Act* which includes:
 - > Management and oversight of the Tax Sale process in accordance with the *Municipal Government Act* and established Municipal Guidelines
 - > Conduct an annual public auction of properties eligible for the tax sale process
 - > Advise Council of all moneys due the Municipality which the Treasurer considers cannot be reasonably collected and provide reasons which support the advice.
- Other Corporate Responsibilities
 - > Strategic Planning: Responsible to the CAO for short and long-term strategic planning of a financial nature of the organization. Participates in all internal committees examining issues related to Municipal policies, by-laws or issues.
 - > Goals and Objectives: Participates as a senior member of the management team in the development of corporate and departmental goals and objectives.
 - > Special Studies: Participates in the special studies relevant to the management and operations of the Municipality. Acts as a team member on interdepartmental committees examining issues related to Municipal policies or by-laws.
 - > Assists with Reports and Special Projects: Assists Departments and Committees of the Municipality in the preparation of reports related to special project by preparing financial impact analyses for alternative options being presented.
 - > May also be required to act as Chief Administrative Officer in his/her absence

JOB CHARACTERISTICS

Work Environment

The Director of Finance/Treasurer works in an office environment

JOB REQUIREMENTS (KNOWLEDGE, SKILLS, EDUCATION, AND TRAINING)

Education & Experience

- Undergraduate degree in Commerce/Business Administration with a specialization in accounting
- Professional accounting designation (CPA, CA, CMA, CGA).
- Five (5) to seven (7) years of accounting related experience, three (3) years of which must have been in a supervisory capacity
- Municipal experience considered an asset

Knowledge, Skills, & Abilities

- Thorough knowledge of accounting theory, principles, audit theory and practices, internal control procedures, and accounting procedures and systems in a computerized environment
- Thorough knowledge of accounting rules and regulations as set by Service Nova Scotia, the Utility Review Board and the Public Sector Accounting Board
- Able to maintain effective accounting procedures
- Able to carry out assigned projects to their completion within the required time frame
- Able to communicate effectively verbally and in writing
- Able to establish and maintain effective working relations with employees and the public
- Thorough knowledge of all municipal billing requirements in a computerized environment
- Thorough knowledge of the Assessment Act, the Water Utility Act and the Municipal Government Act
- Thorough knowledge of procurement methods, procedures and regulations
- Proficiency with computers and relevant computer software (e.g. Microsoft Office Suite, accounting applications). Previous exposure Microsoft Dynamics GP is an asset