

EMPLOYMENT OPPORTUNITY

Position Title:	Manager of Finance	Job Status:	Permanent
Department:	Corporate Services	Reports To:	General Manager of Corporate Services

Position Summary

This position reports to the General Manager of Corporate Services. This position is responsible, and accountable, for leading the planning, delivery, and evaluation of financial and budgeting support to CAO, General Managers, and Supervisors.

As part of the Corporate Services team, the incumbent is a strategic advisor to the Senior Leadership Team to provide efficient and effective leadership and support to direct reports on all aspects of financial operations and ensuring an exceptional level of customer service. The Manager of Finance organizes, leads, and directs day-to-day operations of the Financial Services Department and ensures administration of the County's annual Operating and Capital budgets and various reporting, while adhering to provincial and municipal legislation, regulation, policies, and best practices.

Duties and Responsibilities

Under the supervision of the General Manager of Corporate Services the duties and responsibilities of the Manager of Finance include, but are not limited to, the following:

Financial Planning & Management – 95%

- Work closely with other managers and staff to provide support, advice, and guidance on the consistent application of financial legislation, bylaws, policies, and procedures
- Manage and lead the planning and delivery of financial and accounting services, policies, and procedures to ensure decision makers have access to timely, accurate and reliable financial information
- Prepare periodic and ad hoc financial reports and accompanying analysis required for Council, CAO, General Managers, and Managers. Provide guidance on all matters of a financial or accounting nature
- Direct and oversee the department's day-to-day financial activities and internal controls to ensure efficient business operations and safeguard of corporate assets
- Supervise Financial Services department employees including hiring, training, scheduling, evaluation, and performance management processes

- Work with the General Manager of Corporate Services to prepare annual operating and capital budgets for all business units using the Questica budget software
- Assist Managers and General Managers with Questica budget software
- Monitor adherence to approved budget and notification of the Directors and General Managers where variances are identified
- Prepare year-end financial working papers and lead the annual audit. Liaise with the County's appointed Auditor
- Oversee and maintain internal controls of financial functions and reporting for the department, ensuring systems and controls, checks and balances are in place for efficient operations in accordance with all legislated requirements, the Public Sector Accounting Handbook and Generally Accepted Accounting Principles
- Effectively and efficiently manage the computerized financial system (iCity) and ensure data security, maintenance, and enhancement of system internal controls
- Review, develop and maintain appropriate policies and procedures for the financial functions
- With cooperation of the General Manager of Corporate Services, manages effective investment, within provincial legislation and County policies, of County funds, monitors and reports on progress
- Grant reporting for federal and provincial grant programs
- Communicate with banks, municipal partners and other external parties as required
- Provide supervision, support, and guidance regarding administration of Payroll processes
- Administer the County's "auto-pay" processes, to include accounts payable, and utilities
- Supervise accurate and timely processing of accounts payable duties ensuring all County policies and bylaws are followed
- Supervise accurate and timely processing of accounts receivable duties ensuring all County policies and bylaws are followed as well as accounts receivable billings for various miscellaneous receivables
- Supervise the bank reconciliation process, including generating and seeking approval on any entries required to record automatic deposits or withdrawals, returned cheques, or service charges
- Supervise accurate and timely processing of utilities billing duties, ensuring all County policies and bylaws are followed
- Supervise Insurance duties including additions/deletions, Additional Named Insured (ANI's), and reconciliation of year end insurance accruals
- Perform duties to a high degree of accuracy and timeliness
- Assumes responsibilities of the General Manager of Corporate Services during absence

Other Duties – 5%

- Ensure that Westlock County's Health and Safety Program as well as Occupational Health and Safety's standards are followed

- Promotes a safe work environment ensuring compliance with all government regulations, and Health & Safety policies and practices. Participation on the County's Joint Health and Safety Committee as required
- This position may be called to perform duties as required by the Director of Emergency Management during a State of Local Emergency
- Performs other duties as required by the CAO or General Managers

Minimum Requirements

Education/Experience

- Achieved, or working towards, Professional Accounting Designation (CPA or equivalent)
- 3 to 5 years directly related and progressively responsible experience managing financial employees and functions, preferably in the municipal sector
- Clearly demonstrated experience with best practices in finance and accounting
- Financial software experience is an asset

Knowledge

- Business planning, financial analysis, budgeting, and reporting
- Comprehensive knowledge of the Public Sector Accounting Standards, and the Municipal Government Act of Alberta
- General knowledge of Freedom of Information and Protection of Privacy Act
- High degree of competency in using computers in the areas of word processing, financial accounting software, spreadsheets, and databases

Other

- Acceptable Criminal Record Check

Skills

- Excellent communication and presentation skills to provide accurate, clear, and concise recommendations and supporting analysis in written and oral presentations
- Strategic and critical thinking with the ability to analyze complex financial information and use sound judgement and diplomacy to make recommendations
- Ability to adapt to varying workloads, pro-actively plan, establish priorities, and allocate resources
- Demonstrated leadership skills, including ability to provide direction, training, coaching, constructive feedback, and motivation to direct reports
- Ability to establish and maintain effective working relationships with those contacted in the course of work including public, staff and members of Council
- Strong organizational skills with the ability to monitor and adjust work plans to accomplish goals
- Achieve results in a complex organization and political environment in a way that builds and maintains trust and relationship

Working Conditions

- Work normal business hours but may be required to do some work in the evenings or outside normal working hours
- Routine office environment. Working indoors, sitting for long periods of time
- Able to work on a computer for long periods of time with prolonged exposure to computer screen
- Required to work in a busy, open area office which may result in constant interruptions
- Regular, frequent, or sustained, and substantial peaks of concentration are typical throughout the day
- Required to meet several deadlines which may cause stress
- May travel to attend meetings, activities, and conferences
- High level of social interaction
- Varying levels of physical effort, including moderate lifting (up to 50 lbs.) walking, standing, pushing, and pulling, reaching, driving, and carrying are required. Repeated motion of office tasks is also involved

Remuneration & Benefits

HOURS OF WORK:	Monday to Friday, 8:00 a.m. to 4:30 p.m. Additional hours may be requested occasionally to meet operational requirements.
COMPENSATION:	Salary starting between \$107,673-\$129,207/annum
CLOSING DATE:	This competition will remain open until a suitable candidate is selected. Applications will be reviewed as received, and the position may be filled prior to the closing of this posting.
APPLICATION INSTRUCTIONS:	Visit https://westlockcounty.com/careers Complete the Virtual Talent Application and attach a Cover Letter and Resume.

Westlock County is proud to be an equal opportunity employer that is committed to diversity and inclusion in the workplace.