

## TOWN OF NIVERVILLE

<b>POSITION TITLE:</b>	<b>DIRECTOR OF FINANCE &amp; PROJECTS</b>
<b>REPORTS TO:</b>	<b>CHIEF ADMINISTRATIVE OFFICER</b>
<b>JOB TYPE:</b>	<b>FULL-TIME</b>

### POSITION SUMMARY

This is a 40-hour-per-week position that works closely with the Chief Administrative Officer (CAO) and Manager of Finance on long-term direction of the Town's finances and oversees all projects and Town subsidiaries.

### ACCOUNTABILITIES

1. Works with the CAO, and Manager of Finance to plan, direct and coordinate the day-to-day functions of the Finance Department to achieve the highest quality of customer service to the residents of Niverville.
2. Recruits, develops and evaluates non-managerial Finance department staff. Conducts regularly scheduled meetings with department staff to review operations and individual performance; communicates expectations; advises on policy or procedure changes; and shares information of general interest.
3. Provides necessary reports and advice on all matters of a financial nature, including quality assurance review of financial statements, capital funding analysis and financial forecasts. Coordinates monitoring of projects spending, tracking costs and reconciling with reserves and contracts, and monthly reports for CAO and presentation to Council. Identifies financial plan funding sources and makes recommendations as to levels of taxation, reserve requirements and levels of debt financing.
4. Responsible for maintenance of all financial files for Niverville Health Care Services Inc. (NHCSI), and Red-Seine-Rat Wastewater Cooperative (RSR).
5. Reviews, provides input to Manager of Finance, and implements approved policies, plans and programs for the administration of all financial and assessment functions. Provides advice and assistance to the CAO as to purchasing, procedures and policies.
6. Interprets financial policies and procedures, ensuring compliance by municipal personnel.
7. Assists the CAO in preparing annual capital and operating budgets for the Town of Niverville, Niverville Community Development Corp (NCDC), NHSCI, RSR, and other municipal corporations.

8. Maintains current knowledge of all funding (grant) programs that may be available to support community initiatives and assists in completing grant application submission/reports, in particular for NHCSI & RSR.
9. Acts as a secondary Signing Officer for the Town.
10. Acts as mandated by the CAO to assist Planning & Development on preparation and quality control reviews of Development Agreements.
11. Serves as secondary to overseeing and maintains financial accounting systems for the water and sewer utilities to assure compliance with Provincial regulations and community expectations.
12. Serves as a secondary to maintaining an up-to-date record of all financials, reporting and necessary regulatory filings related to the Town and Niverville Community Development Corporation (NCDC).
13. Responsible for financial oversight in conjunction with the CAO for the Town and NCDC prior to submitting to auditors.
14. Serves as a secondary to the CAO and the Manager of Finance.
15. Serves as a secondary to prepare monthly and annual financial statements for presentation to CAO, including variance analysis reports and financial forecasts for Town and all municipal corporations.
16. Serves as a secondary to attend Council meetings in place of CAO.
17. Attends regularly scheduled meetings with members of the Executive Management Team to review project status and targets; communicates expectations, schedules, cost concerns and advises on policy or procedure changes coming from Finance Department.
18. As a member of the Town's Executive Management Team, will be a member of the emergency response group and must be able to mobilize and direct resources to address and resolve any critical incidents or emergencies, including infrastructure breakdown.
19. Completes other duties as may be assigned by the CAO.

### **KEY PERFORMANCE MEASURES**

- ✓ Professional Standards, measured by annual Auditor's formal comments.

### **TECHNICAL COMPETENCIES**

- ✓ Professional accounting designation is desirable, minimum 4<sup>th</sup> year CPA.
- ✓ Completion of Manitoba Municipal Administrators Association certificate program is an asset.
- ✓ Five years' experience in municipal financial management.
- ✓ Practical knowledge and experience in computer systems for business applications.
- ✓ University or Community College graduation in accounting or business is required.

### **CORE COMPETENCIES**

- ✓ Integrity & Trust ..... Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values.
- ✓ Accountability ..... Understands the role of leadership; makes oneself accountable to manager(s)/ supervisor(s) relating to one's work performance.
- ✓ Service Orientation ..... Demonstrates concern for meeting internal and external ratepayer needs in a manner that provides satisfaction for the ratepayer within the resources that can be made available.

### **BEHAVIOURAL COMPETENCIES**

- ✓ Policy & Procedure Knowledge ..... Understands and applies knowledge of Provincial, Organizational and Departmental statutes, regulations, policies, and procedures.
- ✓ Interpersonal Skills ..... Relates well with all kinds of people, inside and outside the organization.
- ✓ Budget Formation ..... Compiles, analyzes and summarizes probable financial income and expenditures, and allocates funds for a specific purpose within a given time frame.
- ✓ Analytical Thinking ..... Identifies and defines problems, extracting key information from data to test and verify causes in order to create potential solutions.
- ✓ Planning & Organizing ..... Is able to quickly identify what is important, establish priorities, creating work sequences in order to coordinate effort while maintaining work flow and meeting deadlines.

- ✓ Attention to Detail ..... Ensures information, task or assignment is completed thoroughly and accurately.
- ✓ Financial Management ..... Can prepare, review and provide updated financial information for monthly, quarterly, and yearly reconciliation and financial statements, and other financial reports as required.
- ✓ Problem Solving ..... Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome.

#### *GENERAL:*

Employee is expected to work 40 hours per week.

#### *PROBATION PERIOD*

The employee shall have a 3-month probation period, if a new hire.

#### *PLACE OF WORK*

Work location: Civic Office 329 Bronstone Drive