



## MANAGER OF FINANCE

**NATURE OF WORK:** This is a professional management position responsible for the financial affairs of the City, in accordance with established accounting principles and governing legislation. Providing corporate level recommendations and advice to management, Council, and its Committees on all matters relating to finance and accounting while leading the operations of the Finance Department. Specific areas of responsibility include policy development, directing the work of department employees, budgeting, forecasting, analysis as well as the oversight of such functions as municipal billing, receivables, preparation of financial statements, purchasing, insurance coverage, auditors, and banking, ensuring compliance with Public Sector Accounting Standards and all related legislation.

*This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification. The confidentiality of City affairs shall be respected and practiced at all times.*

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports directly to the Chief Administrative Officer or designate.
- Leads the Finance team of professional and technical staff.
- Primary role is as a senior advisor to CAO, Committee, and Council; secondary role is as manager of finance function leading a team of professional and technical staff.
- Works closely with other department managers, and relates to Council through CAO and directly through various Standing Committees.
- Develops and fosters close working relationships with various external government departments and agencies, auditors, bankers, consultants, business groups, and community organizations.
- Deals with the public with integrity and in a professional and courteous manner.
- As a committed member of the senior leadership team for the City of Charlottetown, the Manager of Finance provides valuable input for strategic planning to assist the organization in meeting the goals of Council, and acts as a positive role model for all employees throughout the organization in provision of excellent service to our citizens.

## **PRIMARY FUNCTIONS/ACCOUNTABILITIES:**

- Develops and maintains appropriate control systems for all departments in collaboration with senior staff; develops and maintains appropriate bylaws, policies, procedures, and oversees internal audits to ensure effectiveness.
- Provision of financial analysis, financial statements, financial and associated management information to Council, Committee(s), CAO, Administration, auditors and financial institutions.
- Monitors collection, receipt and deposit of all municipal monies, administration of bank accounts, deposit instruments, securities, debt instruments, etc.
- Responsible for guiding Department Heads and other officials in preparation and monitoring of individual annual budgets and for providing insight and direction toward the corporate budgets.
- Lead contact with auditors, prepare or supervise preparation of necessary working papers for year-end audit, effect accounting rule changes and improvements reflected in Management Letter.
- Participation in the selection and development of suitable MIS systems ensuring most effective and sustainable use of current technology.
- Oversees the acquisition, disposal, and use of all City owned land and facilities. Oversee infrastructure claims ensuring timeliness, accuracy, and compliance with procedures.
- Advisor, key participant, and presenter in varied studies impacting the City Corporation as a whole.
- Provides policy and financial advice to standing committees, Council, CAO, and Administration.
- Responsible for building an effective team and developing positive work relationships in a constructive culture including supervising, engaging, training, and developing the best staff for the department. Participates in the hiring process in collaboration with Human Resources.
- Performs other such related duties, responsibilities and functions as may be assigned.

## **REQUIRED COMPETENCIES:**

- In-depth knowledge of the principles, theories, practices, methods, terms and techniques associated with Government accounting and financial systems.
- Ability to effectively plan, organize, and supervise work assignments of subordinate staff members.
- Ability to effectively communicate with strong writing, presentation, and listening skills that promote understanding and clarity in a respectful manner.
- Effective writing skills and precision for preparing comprehensive reports, studies, summaries and projections.
- Good personal mastery and performance as a team player, with proven ability to role model

the behaviours associated with a constructive culture and a commitment to health, wellness and safety.

- Ability to establish, maintain and promote friendly, co-operative and productive relationships with various civic Departments, City staff, other Government agencies, auditors, elected officials and the general public.
- Good analytical and critical systems thinking skills.
- A strong commitment to ongoing professional development.
- Strong working knowledge of the operation of computers, their programming and potential and related software.

### **REQUIRED QUALIFICATIONS:**

- A degree in Commerce, Accounting, Business Administration, Public Administration or other related discipline.
- A minimum of seven (7) years of progressive financial management experience in a large corporation or governmental environment.
- A minimum of five (5) years of progressive supervisory experience, preferably in a unionized environment.
- A Chartered Professional Accounting designation (CA, CPA, CMA).
- Experience working in a public sector environment and knowledge of Canadian Public Sector Accounting Standards would be a strong asset.
- Oracle experience would be an asset.
- An equivalent combination of education and experience may be considered.

Salary Assigned – Management Non Union (Band 9)

### **How to Apply:**

Please submit a cover letter, detailed resume and references by e-mail. Your application must be clearly marked “**Application for Manager of Finance**” and **submitted by 12:00 PM, February 7, 2019** to [HR@charlottetown.ca](mailto:HR@charlottetown.ca) Only those applicants selected for an interview will be contacted.

*The City of Charlottetown is an equal opportunity employer and is proud to be an inclusive workplace. Please contact us at [hr@charlottetown.ca](mailto:hr@charlottetown.ca) or 902-629-4123 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.*