

Manager of Finance - Job Description

Title

Manager of Finance

Reports To

Director of Finance

Summary

Reporting to the Director of Finance, the Manager of Finance will assist in planning, administering, reporting and measuring the financial information and assets of the District of Ucluelet. The Manager of Finance produces and reviews financial information critical to business interests as well as creates reports regarding accounting data to enable knowledge-based decision making and forecasts. There is a requirement to deal frequently with confidential matters, personnel items and with the general public requiring the exercise of sound judgment, tact and discretion at all times.

Job Duties

- Responsible for the day-to-day operation of the Finance Department, including property taxation, utility billing, payroll, accounts payable, accounts receivable, and cash receipting.
- Co-ordinate, assign, review and participate in the work of staff to ensure deadlines and performance standards are met.
- Coach finance team members, including review and approval of work assignments and training requirements of the team including completion of regular performance reviews.
- Analytical review and reconciliation of all balance sheet accounts on a monthly basis, including the reconciliation of subsidiary ledgers to the general ledger.
- Preparation of monthly financial statements and variance reports for the Director of Finance's approval.
- Monitoring cash requirements daily and producing monthly cash forecasts.
- Coordinate and monitor investment activities to provide timely information for management decisions (i.e. cash needs, reinvestments, etc.) and prepares cash flow projections.
- Assists the Management team with inquires regarding their department's financial reports.
- Preparation of quarterly financial statements and analysis for the Director of Finance.
- Preparation of year-end comparative financial statements and supporting schedules.
- Coordinate and oversee the preparation of year-end audit working papers.
- Work closely with the external audit team ensuring all necessary critical information is available to them.
- Assistance with the preparation of the annual report, budget, and other relevant reporting requirements.



- Assistance in the preparation of the budget presentation to Council and general public.
- Maintain financial security by researching and reconciling discrepancies; auditing and verifying documents; following internal controls.
- Assistance with revising and developing financial bylaws and policies.
- Maintenance of manuals documenting accounting procedures and policies.
- Accomplish tasks on time and contribute to the team by taking on special projects as directed by the Director of Finance.
- Stay current with all PSAB regulations, best practices, and reporting requirements.
- Other duties as requested by the Director of Finance.

Required Knowledge, Skills and Abilities

- Thorough knowledge of PSAB, practices, tax laws, and reporting requirements.
- Knowledge of the *Community Charter* and *Local Government Act*.
- Specific experience in local government finance and property taxation is an asset.
- Ability to prepare working papers for annual audit.
- Ability to plan, assign and supervise work of subordinates.
- Effectively communicate with all levels of the organization and external parties.
- Thorough knowledge of computer applications and programs. Strong proficiency in Excel.
- Able to work efficiently independently and as a part of a team. High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Able to work well under pressure and meet set deadlines.
- Good organizational, time management and prioritizing skills.
- Ability to interpret and implement company policies and procedures.
- Attention to detail in all areas of work.

Qualifications

- Post-secondary degree or diploma in business, accounting, or a related field.
- Successful completion of a professional accounting designation or equivalent experience.
- Progressively responsible managerial experience, preferably in local government
- Minimum 5 years experience full cycle accounting required.
- Successful criminal record check.