

DTR Job Description



Position Title: Director of Finance

Department: Administration-Finance

Reports To: Chief Administrative Officer

Date: May 31, 2016

Job Purpose/Summary:

Reporting to the Chief Administrative Officer, the Chief Financial Officer (CFO) will be responsible for the statutory duties of financial officer under the Community Charter with duties including, but not limited to, preparation of the financial plan, annual financial statements, annual municipal report; and attending Council meetings as required. The individual will demonstrate leadership in asset management, budgeting, financial recording and reporting, and financial analysis. Relationships with others is important; tact and judgement must be exercised in dealing with others. The direction and supervision of staff is a responsibility. Considerable initiative and independent judgment must be exercised in planning and implementing work. It may be assigned by a superior or through statute. Work is performed in accordance with statutory requirements and general policy guidelines. New or difficult matters are referred to a superior, but decisions must be made where governing precedents are not available and errors in judgement can result in serious problems. Success is judged on the basis of results achieved and the manner used.

Examples of Work:

General Duties:

- Plan, direct, supervise and carry out activities related to the financial management and accounting functions of the District and perform the statutory duties of CFO.
- Assist the CAO in planning and administering the financial affairs of the District according to Council policy.
- Make recommendations concerning investments and use of available funds.
- Arrange temporary borrowing under policies and limitations established by Council.
- Control debenture transactions.
- Advise and assist CAO, other members of staff, Council, committees in preparation of all budgets; prepare budget in form for presentation and approval; periodically review and report on budget compliance and discrepancies to CAO.
- Conduct the accounting functions; prepare periodic financial and operating reports for CAO and Council and present them on a timely basis.
- Determine and implement programs required to reflect accurate cost accounting.
- Prepare periodic financial and statistical returns and reports to Council and governments.
- Direct or conduct internal audits and checks as needed.

Knowledge, Skills and Requirements:

- University degree in Business or Public Administration, Commerce or a related field combined with a professional accounting designation (CA, CGA or CMA).
- Thorough knowledge of municipal finance and accounting principles, practices, procedures and systems, including budgeting best practices and auditing requirements.
- Thorough knowledge of effective management techniques and labour relations practices related to supervision of employees including selection, training, coaching, mentoring, and evaluation.
- Strong oral and written communications skills.
- Ability to understand, interpret and develop complex oral and written instructions.
- Ability to manage IT systems including but not limited to networks and servers, personal computers, wireless

- Assist and co-operate with District auditors.
- Safeguard financial assets of the District in conjunction with CAO; maintain care and custody of funds, accounting records and documents; act as signing officer.
- Ensure appropriate insurance and other protections are in place and are maintained appropriately to adequately protect the District and all its assets.
- Develop, maintain and strive to improve systems, procedures, reports, and forms related to fiscal management.
- Responsible for evaluations and recommendations concerning computer requirements, software, hardware and operating procedure.
- Responsible for enforcement proceedings in case of delinquent taxes.
- Responsible for maximizing and collection of federal and provincial grants of all types.
- Deal with the general public in an effective and courteous manner and explain and interpret statutes, regulations, policies and procedures related to functions.
- Maintain good working relations with representatives of government ministries and agencies, staff, members of council, other municipalities and organizations, and the public; and ensure that all inquiries and complaints are handled quickly and courteously.
- Prepare and submit budget estimates for functions for which responsible, and administer in accordance with budget.
- Carry out such other duties and responsibilities as may be assigned from time to time.

Specific Duties:

Budget:

- Coordinate with Department Heads in preparing the Provisional and Final Budgets (spring and fall).
- Correlate departmental budgets and prepare total budget (for all revenue & expenditures for all funds) for Council.
- Present the budgets to Council (with Department Heads and CAO present).
- Prepare budget worksheet (analysis) comparisons of current proposed budget with year-end actuals and budgets from other years.
- Prepare analysis as to how the budget would affect taxpayers in terms of tax rates, prepare various tax rate options, primarily at final budget time (April).
- Determine funding of capital budget expenditures.
- Incorporate transfers to and from other funds into budget as well as tax requisitions from other taxing authorities.

communication devices, telecommunication systems, other peripheral devices.

- Knowledge of the MAIS financial software is beneficial.

Working Conditions:

Will normally work the standard Monday to Friday within the hours required to ensure effective performance. As a member of the management team the CFO will be entitled to the benefits and conditions of employment as approved by Council.

- Prepare 5 year Capital Budget from information with Department Heads.
- Prepare provisional budget for Council's approval (January).
- Prepare Annual budget Bylaw for Final Budget (April-May)
- Prepare summary of the Final Budget for council's presentation to the public (April-May).
- Co-ordinate Council grants in aid requests (December); organize grant presentations to Council; incorporate grant requests into budget, prepare motions approving release of grant funds (January).

Financial Statements:

- Analyze trial balance accounts (assets and liabilities) for all funds at year end (January and February).
- Prepare necessary adjusting journal entries at year end.
- Prepare audit working papers required by auditors (February).
- Prepare year end consolidated financial statements to be adopted by Council and remitted to Ministry (May) in accordance with PSAAB/ICABC recommendations.
- Input year-end financial information into Ministry's LGDE program and email to Ministry (May).

Property Taxes:

- Prepare tax rate bylaw (April-May).
- Determine tax rates from other taxing authorities from their requisitions (May) if necessary.
- Apply approved tax rates to current B.C. Assessment Authority values.
- Send out property tax notices (May).
- Send out property tax lists to mortgage holders (May).
- Prepare a "Notice to Taxpayers" report to be included with tax notices detailing changes in tax rates from previous years, etc. (May).
- Oversee the posting of tax payments and homeowner claims (June onward).
- Answer property tax questions from public.
- Apply tax penalty on correct day.
- Prepare amended tax notices when B.C. Assessment Authority supplementary notices received and calculate correct refund, if any.
- Send out second notices and 3rd notices to property owners having outstanding taxes.
- Oversee the updating of land title changes to property tax master files.
- Perform Annual Tax Sale in Accordance with the provisions in the Local Government Act and Community Charter.
- Prepare Tax Exemption Bylaw (September).

- Analyze property tax roll every year to compare increases or decreases in assessment values for each class with prior years, if necessary prepare appeals.
- Input updated property tax information into Property tax database.
- Remit taxes to other taxing authorities as per rules and regulations.
- Balance property tax sub-ledger account with general ledger account regularly.
- Remit grants in lieu to appropriate taxing authorities by deadlines as per BC Statutes.

Cash:

- Review bank reconciliation of all accounts monthly.
- Redeem and invest excess moneys as allowed by the Community Charter and as necessary.
- Prepare cash flow statements monthly, if necessary.
- Ensure debt payments paid on time.
- Correlate interim borrowing of capital projects.
- Be involved with capital and operating leases.
- Oversee daily deposits and daily cash postings.

Grants:

- Apply for all operating and capital grants when necessary.
- Monitor applications for Provincial Home Owner Grants (after June) and deduct PHOG amount off of regular school tax remittances.
- Apply for Retroactive home owner grants before end of February.

Payroll:

- Oversee posting of time sheets and preparation of payroll remittances and reports.
- Review all pay remittance stubs.
- Ensure monthly payroll remittances made properly and at correct time.
- Oversee year end payroll accruals and payouts (vacation, sick, etc.).
- Ensure year-end payroll reports prepared on time (February).
 - T4 slips
 - Annual superannuation report
 - Annual WCB final remittance

Accounts Payable:

- Oversee the posting of accounts payable invoices for payments and preparation of A/P reports and cheques.
- Ensure documentation correct and GL codes correct.
- Authorize purchases and sign cheques.
- Ensure purchase order system working and internal controls in place.
- Balance accounts payable, general ledger accounts

regularly.

- Prepare annual HST allocations for all GL codes.
- Remit HST forms quarterly.

Accounts Receivable:

- Oversee the posting of A/R invoices and preparation of AR reports.
- Review A/R trial balance regularly.
- Write letters to those having long outstanding accounts.
- Prepare annual memos of bad debts for Council.
- Balance A/R and G/L accounts with AR sub ledger regularly.

General Ledger:

- Review detailed GL report monthly for posting error, items over budget, etc.
- Prepare adjusting journal entries as required.

Information Technology:

- Manage IT systems including but not limited to networks and servers, personal computers, wireless communication devices, telecommunication systems, other peripheral devices and is the key liaison with third party software vendors and prepare adjusting journal entries as required.
- Review ongoing system needs and requirements and ensure that all systems are kept running with minimal disruptions.
- Plan upgrades cycles for software and hardware, develop IT capital and operating budget and annual work plans.
- Provide excellent customer service to all departments and users.
- Work effectively with individuals who may have limited knowledge of information technology including the provision of effective training.
- Provide the CAO and Department Heads with professional advice including analysis of issues and options relating to information technology.

Other:

- Prepare monthly Finance Department report to Council including budget analysis comparing current budget to actual.
- Prepare amended budget bylaws as necessary.
- Prepare Reserve Expenditure Bylaws as necessary.
- Prepare finance related reports for the CAO throughout the year.
- Oversee activities of the Deputy Chief Financial Officer, Accounting Coordinator and Office Assistants.
- Keep up to date with changing legislation in the Local Government Act and Community Charter.
- Attend all Council meetings (regular and in-camera) when necessary.