



Town of Rocky Mountain House
POSITION DESCRIPTION FOR:
Finance Manager

Department:	Corporate Services	Effective Date:	January 6, 2022
Reports To:	Director of Corporate Services		

General Accountability:

The Finance Manager is responsible for the accurate and timely management of financial records as well as supervision of all positions within the finance department. This includes preparation of financial reporting which includes assisting with year-end audit and budgeting.

Core Duties:

- Responsible for the day-to-day functions of the Town's financial system
- Responsible for the supervision of the Corporate Services finance staff
- Assist with the annual budget by collecting and compiling the information from all departments
- Assist with audit preparation
- Maintains the general ledger and reviews for analysis and correctness
- Prepares financial reports and grants as required and for Council presentation
- Maintains accurate financial records for all projects, assets and grants and assists with the reporting of these
- Oversees the preparation of the tax roll, assessment roll, and tax recovery and is responsible for calculating the millrate
- Closes the general ledger and any other year end records required for the annual audit and works with auditor
- Prepares reports and requests for proposals as required
- Acting Director Corporate Services in their absence for all department related matters
- In consultation with the Director of Corporate Services invests surplus funds and maintains projected cash flow
- Liaise with external sources including but not limited to financial institutions, neighboring municipalities and insurance
- Point of contact for Clean Energy Improvement Program financial related queries
- Operation of municipal accounting software
- Train staff with regards to municipal accounting software
- Recruit, manage, train and motivate direct reporting staff in accordance with the Town of RMH policies, employment laws, and ensure relevant Human Resource procedures are followed (appraisals, discipline, grievance, etc).

Support to others

- Works closely with all town departments on financial related matters

Health and Safety:

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.
- Participate in the Health & Safety training, meetings and reporting.

- Instruct, supervise, inform, and train subordinate staff with the Town's Health and Safety program and Occupational Health and Safety Act.

Reports To:

- Director of Corporate Services

Minimal Qualifications:

- Accounting designation or equivalent experience is required
- Post-Secondary Education in business or accounting is required
- Knowledge of GAAP, Public Sector Accounting and Municipal Government Act
- Experience in municipal operations & management is desired as well as experience with an accounting firm conducting year ends and audits
- Knowledge & experience with large system financial software is an asset, specifically Diamond Municipal Software, Questica and Caseware
- Strong computer skills in excel and word are required
- Self-motivated requiring a minimum of supervision
- Must possess good interpersonal skills, be capable of dealing effectively with all staff and the general public

Guidance Received:

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are;

- *Province of Alberta Municipal Government Act and regulations*
- Town of Rocky Mountain House Bylaws, Policies and Procedures
- Alberta Labour Standards
- Occupational Health and Safety Act, Code and other related documentation
- FOIP Act
- WCB Guidelines
- Written and/or oral directives received from the C.A.O

Contacts:

The Finance Manager will frequently have contact with the following;

- Federal and Provincial Government Departments
- General Public
- Town of Rocky Mountain House staff
- Town of Rocky Mountain House organizations

Environment:

Features of work which create unusual demands or, which create physical and/or mental stress are;

- The ability to make recommendations and decisions are limited to processing improvements and efficiencies as this position has legislated requirements.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

Physical Demands:

This position may include the following:

- Being seated for long periods of time
- Bending & twisting motions
- Lifting up to 10 kg
- Working at a computer for long periods of time
- Being on your feet for long periods of time

Redacted under section 17 of the FOIP Act

CAO Approval: _____

Date: _____

Jan 6, 2022

SIGNATURES:

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities and qualifications for the position of Finance Manager. This description will form the basis for my classification level and the basis for my performance evaluation.

Employee Name: _____

Employees Signature: _____

Supervisor Signature: _____

Date: _____