



DISTRICT OF NORTH SAANICH

Section Name: FINANCIAL SERVICES

Position: MANAGER OF FINANCIAL OPERATIONS (Under Review)

Effective Date: January 2010

Accountabilities:

In addition to those duties prescribed by any Statute or other By-Law or Resolution of the Council for the officer responsible for financial administration and Collector duties, and under the general direction of the Director of Financial Services, the powers, duties and responsibilities of the **Manager of Financial Operations**, which is an officer position, are:

- Manages the District's internal control and financial administration systems and procedures for the effective safeguarding of District assets and provision of accurate and timely financial information.
- Performs Collector duties as required by statute including related duties such as the upload of Assessment Roll and Supplemental Roll data and production of property tax notices;
- Manages departmental staff and other part-time or temporary staff assigned to the Financial Services Department responsible for main reception and switchboard, District mail, cashiering, general accounting operations, revenue administration, accounts receivable, collections, accounts payable, payroll, utility billing, inventory, capital assets, reconciliations, and other related functions.
- Independently authorizes overtime, leaves of absence, evaluates work performance and disciplines Financial Services Department staff. Decisions regarding discipline and discharge, hiring, promotion and demotion will be made in consultation with the Manager of Corporate Services and the Director of Financial Services.
- Gathers and interprets data and prepares reports and financial information for collective bargaining as requested.
- Interprets and applies collective agreement provisions in the management of Financial Services Department staff; and, handles grievances, including receiving first and second level grievances and representing management in the grievance procedure for the Financial Services Department.
- Assists in the preparation of management collective bargaining proposals when requested.
- Prepares the month end and year end statutory financial reporting and assists the Director in the analysis and monitoring against the District's short and long term financial plans;
- Manages the Chart of Accounts, general ledger, accounting and financial reporting systems for all Funds including Statutory Reserves and Cost Recoverable project costing;
- Assists the Director of Financial Services in the preparation and monitoring of the District 5 Year Financial Plans and prepares the annual Departmental business plan and 5 year Financial Plans;
- Designs and maintains District financial systems and procedures for managing District financial resources;
- Oversees the maintenance and enhancement of the Vadim accounting and municipal financial management information systems and ensures the effective maintenance of the financial components of the District's website.

- Manages and/or conducts Special Projects or performs special reviews of a complex nature requiring considerable technical and management expertise.
- Coordinates department activities with other departments and agencies, representing the department and District on inter-departmental and inter-agency committees as requested by the Director.
- Manages the internal and year end audit requirements and liaises with external auditors, bankers, lawyers and other related professionals.
- Assists the Director in preparing and making presentations to Council as required;
- Recommends to the Director and assists in the development of effective District and departmental financial management policies and procedures;
- Assists the Director of Financial Services in the development of succession planning, business continuity and disaster recovery plans related to financial administration and staff;
- Assumes the authority and responsibilities of the Director of Financial Services in his/her absence; and
- Performs other related duties as required.

Required Knowledge, Abilities and Skills

- 4 years progressive responsibility in local government financial management at a senior level and a professional accounting designation (CMA, CGA or CA) or, a satisfactory combination of both professional qualifications and experience;
- A thorough knowledge of Public Sector Accounting Board requirements and, working knowledge of Community Charter, Local Government Act and related statutes;
- Proven ability to compile Consolidated Financial Statements and perform Fund Accounting for local government;
- Excellent leadership, financial management, team building, communication, analytical, problem solving, time management; coaching, mentoring and supervisory skills; and
- Strong working knowledge of information technology systems including MS Office Suite, Vadim or other municipal accounting software applications.

Direct & Indirect Reports

The following regular full time employees report directly to this Officer position:

- Senior Accountant (1)
- Capital Asset Accountant (1)
- Accounting Clerk 2 (1)
- Accounting Clerk 1 (1)
- Accounts Receivable Clerk (1)
- Administrative Assistant Job Share (1 position shared by 2 staff.)