



# DISTRICT OF NORTH SAANICH

**Section Name:** FINANCIAL SERVICES

**Position Title:** REVENUE MANAGER

**Effective Date:** January 2012

**Reports to:** Director of Financial Services

**Positions Supervised:** Accounting Clerk (1), Administrative Assistant (1)

## Definition

Under the supervision of the Director of Financial Services, the Revenue Manager is responsible for a wide range of duties related to the day-to-day operation of the Financial Services Department.

## Key Job Duties

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 **Revenue Manager**, which is an officer position, are:

- 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 (Revenue Section) responsible for main reception and switchboard, District mail, cashiering, revenue administration, accounts receivable, collections, utility billing, and other related functions.
- Independently authorizes overtime, leaves of absence, evaluates work performance and disciplines Financial Services Department staff (Revenue Section). 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. Assists in the preparation of management collective bargaining proposals when requested.
- Interprets and applies collective agreement provisions in the management of Financial Services Department staff (Revenue Section); and, handles grievances, including receiving first and second level grievances.
- Assists the Director of Financial Services in the preparation and monitoring of the District 5 Year Financial Plans and the annual Departmental business plan and 5 year Financial Plans;

- 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
- 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 her absence; and
- Performs other related duties as required.

## **Qualifications**

### Education:

- A professional accounting designation (CMA, CGA or CA)
- Diploma or university degree in Business or Public Administration specializing in accounting practices, supported by four years of progressive related accounting and/or audit experience including one year in a municipal environment and one year managing employees or an acceptable combination of education, training and experience;

### Experience:

- Four years of progressive related accounting and/or audit experience, including one year in a municipal environment and one year managing employees; or
- An equivalent combination of education, training and experience.

### Knowledge, Skills and Other Requirements:

- Ability to analyze and evaluate accounting procedures and systems and recommend and implement changes and improvements as required;
- Good working knowledge of Public Sector Accounting Board requirements and, working knowledge of Community Charter, Local Government Act and related statutes;
- 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.

## **Job Provisos**

- Requires after-hours work to attend Council and Committee meetings.