

MUNICIPALITY OF CROWSNEST PASS

POSITION DESCRIPTION

POSITION TITLE:	DIRECTOR, FINANCE & SYSTEMS
REPORTS TO:	CHIEF ADMINISTRATIVE OFFICER
REVISION DATE:	MARCH 2003

POSITION SUMMARY

Provides professional leadership and direction for all financial management, risk management assessment, information technology systems and office services support for the Municipality of Crowsnest Pass. Coordinator for the “Freedom of Information and Protection of Privacy Act”, and overseeing the administration of record management and retention.

PRIMARY ACCOUNTABILITIES

1. Plans, directs and coordinates the day-to-day operation of the business office to achieve the department mission and goals. Develops and implements a process for preparation of annual capital and operating budgets for the Municipality. Monitors, controls and authorizes all Municipal spending within the limits of the approved budget. Recommends and administers an investment strategy for surplus cash flow.

Key Performance Measures:

- ✓ Budget Process, measured by timeliness and completeness of budget presentation to Council.
 - ✓ Budget Variance, measured in dollars and percentage over or under.
 - ✓ Professional Standards, measured by annual Auditor’s formal comments.
2. Directs the development of risk management programs and information technology systems. Administers record management and retention for the Municipality in accordance with the requirements of the Municipal Government Act.

Key Performance Measures:

- ✓ Quality, measured by timeliness, completeness and accuracy of work.

GENERAL ACCOUNTABILITIES

3. Prepares monthly and annual financial statements for presentation to Council, including variance analysis reports and financial forecasts. Attends all Council meetings to present information and respond to questions. Coordinates and supports the year-end audit process, ensuring that all supporting documentation is available for review by the external Auditors.
4. Develops and implements appropriate financial systems and controls to ensure the prudent management and timely reporting of all revenue and expenses. Plans and directs the use of technology, ensuring appropriate management information and communication systems are in place to meet the needs of the Municipality.
5. Recruits, develops and evaluates all department staff. Conducts regularly scheduled meetings with all department staff to review operations; communicate expectations; advise on policy or procedure changes; and to share information of general interest to the team.
6. Prepares reports and provides advice or information to the Municipal Council and its Committees as required with respect to the department's activities and responsibilities.
7. Directs matters of purchasing, real estate and insurance for the Municipality.
7. Responsible to administer the "Freedom of Information and Protection of Privacy Act" and serves as Co-coordinator pursuant to the Act.
8. Maintains a current knowledge of all funding programs that may be available to support community initiatives.
9. Directs and analyzes studies of general economic, business, and financial conditions and their impact on the organization's policies and operations. Analyzes operational issues impacting various departments as well as the organization as a whole.
10. Acts as a Signing Officer for the Municipality.

TECHNICAL COMPETENCIES

- ✓ Professional accounting designation is desirable – CA, CMA or CGA.
- ✓ Five years experience in municipal financial management.
- ✓ Practical knowledge and experience in computer systems for business applications.
- ✓ University or Community College graduation in business is desirable.
- ✓ Post-secondary education in disciplines such as administrative management, leadership, or human resource management is desirable.

BEHAVIOURAL COMPETENCIES

- ✓ Integrity & Trust Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values.
- ✓ Command Skills Demonstrated leadership and team building skills; doesn't hold back anything that needs to be said; lets people know where they stand.
- ✓ Interpersonal Skills Relates well to all kinds of people inside and outside the organization; uses diplomacy and tact to diffuse tense situations; makes people feel important and valued.
- ✓ Action Oriented Can be counted on to get things done; energetic, with a bias for action; makes good decisions in a timely manner.
- ✓ Composure Cool under pressure; can handle stress; is a settling influence in a crisis.
- ✓ Planning & Organizing Can marshal resources to get things done; uses resources effectively and efficiently; sets clear expectations; designs practical processes and procedures.
- ✓ Communications Able to speak and write clearly; able to get the desired message across to a variety of audiences.
- ✓ Problem Solving Uses rigorous logic and methods to investigate and solve problems; excellent at analysis; looks beyond the obvious.

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