



## Municipality of the County of Inverness

### Director of Finance

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#### POSITION SUMMARY:

The Municipality of the County of Inverness is seeking an experienced **Director of Finance** to direct the financial duties of the Municipality, as provided in Sections 37 and 38 of the *Municipal Government Act*.

Under the direction of the Chief Administrative Officer, the **Director of Finance** is a member of the senior management team that guides and administers the day-to-day operations of the Municipality. Responsibilities include, but are not limited to: organization-wide financial activities, auditing, budget preparation, accounting, financial reporting, purchasing, revenue collection, payroll control and reconciliation, coordination of assigned activities with other departments and outside agencies, and providing highly responsible and complex financial administration support to the Chief Administrative Officer.

This role does require the attendance of meetings that are, at times, outside both the office setting and regular business hours, for example, with the Volunteer Fire Departments throughout the County.

#### JOB DUTIES:

- Prepare, review and evaluate a variety of financial reports and statements including the general ledger, budget variances, and monthly, quarterly and annual reports.
- Lead the preparation, development and administration of the Municipality's operating and capital budgets; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Oversee and coordinate the annual audit process; ensure the timely delivery of financial documents and information; compliance with general accounting and auditing standards.
- Oversee and provide required financial, and other relevant, documentation and information to the Audit Committee to ensure the successful completion of the audit process.
- Develop and implement procedures and controls to ensure compliance with generally accepted accounting practices; analyze fiscal transactions and records to ensure conformity and compliance.
- Develop and maintain purchasing standards and procedures; monitor purchasing functions for compliance with established guidelines.

- Exercise responsibility for all department services and activities including internal auditing, budget preparation, accounting, purchasing and revenue collection, land management, water utility billing and meter maintenance, and recommend procedures.
- Establish, within the Municipality's policy, appropriate service and staffing levels, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, allocate resources accordingly.
- Represent the Finance Department and the Municipality to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments, outside agencies and organizations.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; manage the department and individual work plans; work with employees to correct deficiencies; and manage unsatisfactory performance in accordance with policy.
- Oversee accounts payable and accounts receivable.
- Monitor legislative developments related to finance and accounting matters; evaluate impact on municipal operations; perform long range financial planning and forecasting functions.
- Report to Council, on a quarterly basis, the financial status of the municipality including the forecast of year end results, in a timely manner.
- Participate in the preparation and execution of Municipal elections.
- Perform such other related duties as assigned by the Chief Administrative Officer.

#### **KNOWLEDGE, SKILLS & QUALIFICATIONS:**

##### *Qualifications:*

- Completion of a post-secondary degree or diploma in a relevant field, accounting, administration or finance; or an equivalent combination of education and demonstrated work experience;
- Chartered Professional Accounting (CPA) preferred;
- Minimum of five (5) years of experience in financial management or governmental accounting required;
- Three (3) to five (5) years of administrative and management responsibility;
- Demonstrated working knowledge of the *Municipal Government Act*, 1998, c. 18, s. 1. is required
- Experience with financial software, Diamond and Ceridian, an asset.

For the full job description and other opportunities, visit:

<https://invernesscounty.ca/government/employment-opportunities/>

To apply for this position, forward your cover letter and resume in confidence to [jobs@invernesscounty.ca](mailto:jobs@invernesscounty.ca)

This role will remain posted until filled.