



## TOWN OF MAHONE BAY Position Description

<b>Position Title:</b>	<b>Manager of Accounting</b>
Reports to:	Chief Administrative Officer
Status:	Full time
Updated:	August 31, 2017
Hours:	8:30am to 4:30pm, Overtime as may be required. Subject to change

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### SCOPE

The manager reports to the Chief Administrative Officer and is accountable for day-to-day financial reporting and controls, accounting and treasury functions, payroll and purchasing, and budget preparation and forecasting. The Manger works with executive management within the Town to provide timely advice and recommendations to the CAO and Council on important issues and ensure that policy and procedures are followed and services delivered on their behalf.

### OBLIGATIONS AND RESPONSIBILITIES UNDER LEGISLATION

1. The Town of Mahone Bay is committed to workplace safety and all employees are expected to actively participate in the Town's Occupational Health and Safety Policy and Program and Occupational Health and Safety Legislation as well as Regulations of the Province of Nova Scotia.
2. The Town of Mahone Bay complies with the Employment Legislation of Nova Scotia and all employees are also expected to act in accordance to the appropriate Legislation as well.
3. Town means the Town of Mahone Bay, its Boards, Commissions, Utilities, Special Purpose Funds and Joint Operations with other municipalities.

### QUALIFICATIONS

1. A University Degree/Diploma in Accounting, Finance, or Business Administration, or a closely related field.
2. Considerable knowledge of modern governmental accounting theory, principles, and practices.
3. Considerable knowledge of internal control procedures and management information systems.
4. Considerable knowledge of office automation and computerized financial applications.
5. Considerable knowledge of public finance and fiscal planning.
6. Ability to prepare and analyze complex financial reports.
7. Ability to maintain efficient and effective financial systems and procedures.
8. Ability to effectively supervise other financial staff.
9. Ability to establish and maintain effective working relationships with employees and municipal officials.
10. Ability to communicate effectively orally and in writing.
11. Professional designation of Certified Public Accountant would be an asset.

## SUMMARY OF FUNCTION

### Responsible for:

1. The Manager of Accounting is accountable to the Chief Administrative Officer and is responsible for the coordination and administration of the Town's financial administration.
2. The position is also responsible for the legislative responsibilities contained in the Municipal Government Act in relation to the statutory duties of the Treasurer.
3. The position acts as the chief financial advisor to the Chief Administrative Officer and, through the CAO, to Council. Attend meetings as requested by Council.

### Principle Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Manager of Accounting. The listing is not intended to be all-inclusive or to limit the Manager's initiative to expand his/her function beyond this scope nor is it intended to limit the Chief Administrative Officer's right to assign other duties.

1. Adhere to the Town of Mahone Bay's Code of Conduct.
2. Responsible for the effective and efficient operation and general administration of the Finance Department and to ensure that it functions properly at all times.
3. The Manager of Accounting shall be designated, pursuant to the Municipal Government Act, the Treasurer of the Town and is thereby responsible for the statutory duties outlined therein.
4. Keep up to date and adhere to the Financial Reporting and Accounting Manual (FRAM).
5. Participates as a senior member of the management team in the development of corporate and department program goals and objectives through participation in a corporate planning process.
6. Establish and monitor an internal control system to ensure such is appropriate to maintain proper controls.
7. Be actively involved in budget preparation and coordination of departmental budgets, both operating and capital.
8. Monitor all expenditures within the operating and capital budgets, ensuring that they are authorized, properly coded and recorded, and on a regular basis advising the CAO respecting the same.
9. Prepares monthly, annual and special reports as directed, including reports on the current and financial position of the Town.
10. Ensure that all financial reporting to the Dept of Municipal Affairs (DMA), Nova Scotia Utility and Review Board (NSURB) and other provincial and federal government departments and agencies is carried out in a timely manner as required.
11. Annually prepare the financial statements for the Town in conjunction with the external auditors.
12. Responsible for the monitoring and preparation of cash flow statements on a regular basis and ensuring the timely investment of surplus funds in order to ensure that optimum interest income is received in accordance with the Investment Policy of Council.
13. Responsible to ensure the maintenance of records for trust accounts and ensure that investments are carried out in a timely manner to optimize investment return.
14. Be aware of financial grant programs and ensure the preparation of applications and submission to claims for all programs worthwhile to the Town is carried out in a timely manner.
15. Keep informed of developments in the field of municipal accounting systems and be fully aware of the policies, principles, and practices as outlined in the PSAB and provincial regulation for Municipal Government in Nova Scotia.

16. Maintain an inventory of essential supplies and materials within the department and ensure that property internal controls are in place.
17. Attend meetings as required.
18. Submit to the CAO recommendations for the recruitment, hiring, transfer, promotion, suspension, or dismissal of employees under his/her jurisdiction.
19. Acts as a signing officer for the Town and other associated agencies as authorized.
20. Responsible for all aspects of Tax Collection per Assessment Act and Municipal Government Act and advises the CAO on the same.
21. Participates in relevant training and development programs. Maintains a relevant knowledge base and skills et, computer/software skills.
22. Develops, implements, monitors and evaluates appropriate customer service practices. Carry out any and all duties and responsibilities that the CAO shall see fit to direct or that shall arise from time to time.

**SPECIAL CONDITIONS**

This employee shall be a Department Head and, as such, shall ensure effective communication with the CAO and all other heads of departments to ensure coordinated delivery.

The employee accepts that municipal government is ever changing and service delivery may involve inter-municipal arrangements and that service delivery and responsibilities of staff may go beyond town boundaries.