



SENIOR FINANCE OFFICER

NATURE OF WORK: This is a highly responsible position performing specialized financial duties for multiple departments. The Senior Finance Officer will be required to assist the Manager of Finance and/or Controller in various tasks. Supervisory work is also required.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Finance.
- Develops and maintains working relationships with Council, CAO, DCAO, departmental managers, supervisors and all City employees regarding procurement and other financial matters.
- Works closely with the DCAO, Manager of Finance, the Controller and all members of the finance team.
- Provides direction and supervision to the Finance staff, in the Utility division, and ensures that processes are efficiently carried out.
- Develops and maintains relationships with external agencies, consultants and other members of the public.
- Deals with the public with integrity and in a professional and courteous manner.
- As a committed member of the leadership team for the City of Charlottetown, the Senior Finance Officer acts as a positive role model for all employees throughout the organization in provision of excellent service to our citizens.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Assists the Manager of Finance and/or Controller in the preparation of financial reports and statements, investments, reconciliations, analysis and other reports as required.
- Provides financial analysis as requested; analysis of monthly financial statements prior to submission for Council packages and preparing adjustments as required.
- Compiles manual and computer audit files, ensures cash and inventory counts (Utility) are carried out at year end, dispatches audit confirmations in a timely manner, prepares year end accounting and audit readiness working papers.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES CONTINUED:

- Supervises Finance main counter staff and ensures daily and monthly reconciliations (City and Utility) daily invoicing and payments/receipts are recorded correctly and on a timely basis and ensures billings are dispatched in a timely manner.
- Responsible for the development and maintenance of City and Utility Customer Service Management (CSM) system including online financial applications (revenue billings and payment system), supervises all cash management including supervising bank download of daily electronic payments, supervises daily cash deposit and reconciliations to financial system.
- Responsible to contribute to an effective finance team, provide direct supervision of assigned personnel and carry out all associated responsibilities including performance appraisals, disciplinary measures, monitoring of overtime, holidays, sick days, etc. Participates in recruitment processes.
- Ensures the safety of finance employees and contractors and uses all necessary safety procedures and equipment as required by the Occupational Health and Safety Act.
- Maintains a high level of customer service at the main counter at City Hall by ensuring adequate staffing and assisting staff as needed. Acts as the escalation level with regards to matters at the front counter area and related citizen concerns.
- Responsible to ensure collection of overdue accounts and the accuracy of the receivables sub-ledgers.
- Responds to and resolves various accounting issues.
- Prepares budgets, profit plans, financial statements and statistics, and reviews monthly operating statements.
- Assists in the preparation of credit facilities and cash management.
- Reviews all payments to ensure accuracy and compliance with policies
- Preparation of draft financial statements and reports as requested.
- May assume some of the duties of the Manager of Finance and/or Controller during absences of the Manager of Finance and/or Controller.
- Performs other such related duties, responsibilities and functions as may be assigned.

REQUIRED COMPETENCIES:

- Knowledge of Public Sector accounting and reporting standards.
- Considerable knowledge of accounting methods, internal controls, and procedures.
- Detailed expertise in year end accounting processes and audit readiness preparation.
- Considerable experience with internal controls as well as policy compliance and development.
- Advanced, verbal and written communication skills and the ability to engage others.

REQUIRED COMPETENCIES CONTINUED:

- Demonstrated computer proficiency and advanced skills with MS Office as well as accounting software for a large organization.
- Excellent analytical and organizational skills and the ability to work as part of a team in a fast-paced environment.
- A customer focus with the ability to meet changing deadlines, needs and expectations.
- A strong attention to detail and the ability to accurately identify priorities.
- Knowledge of the Occupational Health and Safety Act and the City of Charlottetown's Health and Safety Policy and is knowledgeable about hazards and safety precautions applicable to the work.
- Ability to establish and maintain effective working relationships with employees, City officials and the public.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviors associated with a constructive culture and a commitment to health, wellness and safety.
- Ability to work overtime and attend evening meetings or events on occasion.

REQUIRED QUALIFICATIONS:

- Must have a professional accounting designation (CPA).
- A University post-secondary degree or diploma in Commerce, Business Administration, Public Administration or other related undergraduate discipline
- A minimum of five (5) years of progressively responsible experience in a large corporation or in the public sector.
- A minimum of three (3) years of supervisory experience.
- Experience in a municipal government setting would be an asset.
- Knowledge of public sector procurement practices, HST, and pension plan accounting and reporting is considered an asset.
- An equivalent combination of education and experience may be considered.

How to Apply:

Please submit a cover letter, detailed resume and references by e-mail. Your application must be clearly marked "**Application for Senior Finance Officer**" and submitted by **Thursday, March 4, 2021 at 4:00 PM** to HR@charlottetown.ca

The City of Charlottetown is an equal opportunity employer and is proud to be an inclusive workplace. Please contact us at HR@charlottetown.ca or 902-629-4127 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs. Only those applicants selected for an interview will be contacted.