

TOWN OF HAY RIVER

JOB DESCRIPTION

Job Title: Director of Finance

Incumbent:

Reports To: Town Manager

Basic Function/Major Responsibilities:

Responsible for the effective operation and management of the financial and administrative functions of the Town, including:

- Accounting functions and processes.
- Financial and management reporting.
- Budget preparation and monitoring.
- Administrative matters, including supervision of staff of six.

Duties:

Administration and Personnel

- Assist staff, department heads and council in problem areas, procedures, legal requirements, research and reports.
- Supervision of finance and administrative including completion of performance appraisals.
- Systems implementation, training, maintenance and network administration.
- Draft contracts and agreements.
- Act as Town Manager from time to time.
- Assist with Elections and other legislative functions.
- Attend all council and committee meetings.

Financial

- Check all accounting data entry, including accounts payable, accounts receivable, payroll, utility billing, taxation and journal entries, ensuring all transactions are properly authorized, coded and recorded.
 - Approve accounts payable vouchers and payroll for payment.
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- Preparation, completion and distribution of financial and management reporting on a monthly and annual basis to Council, management and appropriate third parties in accordance with legislation.
- Preparation for and coordination of the annual audit.
- Coordination and preparation of the annual budget and the establishment of the taxation mill rate.
- Cash management, including the application for grant and debenture funding.
- Monitor financial position of the Town on a day to day basis.
- Monitoring and control of Town assets, including timely collection of taxes and receivables, balancing of all control accounts, physical asset inventories and matters relating to insurance and loss control.

Education, Qualifications and Experience:

- Completion of a technical or community college program in the financial field.
- Three years at a supervisory level in a computerized accounting environment.

Salary Range:

\$72,828.00 to \$97,049.00 plus \$5,400.00 housing allowance and benefits.

I have read and understand this job description. My supervisor has informed me that this is a general description of my duties, responsibilities and qualifications required for my position which forms the basis for my evaluation of performance.