Job Posting

Director of Finance

Under the leadership of the Chief Administrative Officer, the Director of Finance will be responsible for the overall administration of financial services within the Municipality of the County of Cumberland. This includes the compilation, monitoring and reporting on the annual and multi-year operating and capital budgets. The Director is the key advisor to the CAO on all financial matters.

The Director will develop a staff team that is customer service and results oriented, highly motivated, engaged, and supportive of a healthy and safe work environment. A key member of the senior management team, the Director will work with the CAO and other senior managers in a cooperative and collaborative manner.

Financial services analysis and reporting are key to decision making and measuring success. The Director has overall responsibility for department data management that provides reports to facilitate decision making and measure success.

The Municipality is open to flexible work arrangements for the right candidate

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

The position competition will remain open until the position is filled.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Director of Finance"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Director of Finance

CAO's Office

Overview

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The Director of Finance reports to the Chief Administrative Officer.

Job Duties and Responsibilities

- Lead the compilation, monitoring and reporting on the annual and multi-year operating and capital budgets;
- Act as the principal advisor to the CAO on all financial matters;
- Participate as a member of the senior management team and work co-operatively to support strategic initiatives of the Municipality, including those that have significant financial implications;
- Provide human resource management for department staff, including supervision, coaching, development and performance management;

- Establish and maintain a working environment which promotes positive morale and teamwork;

- Develop and maintain positive collaborative relationships with Council, employees, residents, community partners and government bodies;

- Ensure all safety procedures and respectful workplace standards are followed by all personnel throughout the Department;

- Identify service delivery, projects and priorities within the department including those that need to be aligned across departments;

- Manage the system of gathering and reporting financial data to ensure budget decisions are well informed by current and accurate information;

- Work with finance staff to improve internal financial functions and policies;

- Oversee the monitoring and analysis of municipal financial condition indicators;

Qualifications

Preference will be given to candidates with a Certified Professional Accountant designation, knowledge of financial systems software, and three to five years' experience in a managerial or supervisory position. A combination of education and experience will be considered.

Previous experience in a public sector financial environment would be considered an asset.

Excellent leadership skills that inspire and motivate staff to perform at their best is required.

Exceptional conflict management, decision making, analytical, planning, organizational, and coaching skills, as well as strong oral and written communication skills is required.

municipality of cumberland

Terms and Conditions of Employment

The salary scale for this position is:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
$92,000	$95,500	$99,000	$102,500	$106,000	$109,500	$113,000	$116,500	$120,000

Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Proficient in using Microsoft Office Suite, Project Management tools, email & internet, and the ability to learn new technology is required.

Driver's license valid in Nova Scotia.

Director of Finance
October 2022