Job Posting

Manager of Financial Services

The Manager of Financial Services is responsible for the accuracy, reliability and dependability of the Municipality's financial records, processes, and internal controls. This position ensures that financial reporting requirements are done in a timely and accurate manner and manages a team of financial professionals that include the two Revenue Officer and two Finance Generalists.

Please visit our website for more details at www.cumberlandcounty.ns.ca

Deadline for resumes is Friday, March 22, 2024, at 1:00 pm.

Please forward your resumes to:

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

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Manager of Financial Services"

Department of Financial Services: Manager of Financial Services

Job Title
Manager of Financial Services

About the Role

The Manager of Financial Services is responsible for the accuracy, reliability and dependability of the Municipality's financial records, processes, and internal controls. This position ensures that financial reporting requirements are done in a timely and accurate manner and manages a team of financial professionals that include the two Revenue Officer and two Finance Generalists.

This position reports to the Director of Financial Services.

Responsibilities and Duties

a. Ensure the Municipality's audit processes are conducted effectively and efficiently.
b. Ensure the Municipality's budget processes are conducted effectively and efficiently.
c. Develop accounting policies and procedures that promote accuracy and efficiency.
d. Build and maintain strong and effective internal controls to mitigate risk and avoid errors or fraud.
e. Ensure the accuracy and efficiency of all bank reconciliations.
f. Oversee a team of financial professionals and provide them with training, coaching and performance management.
g. Monitor team performance and address any performance issues that arise.
h. Ensure accurate and timely internal and external financial reports are prepared, which includes the development of recurring reports, including quarterly statements.
i. Ensure the Municipality's financial operations are in compliance with all applicable legislation, standards and policies.
j. Ensure the Municipality Customer Service counters are providing excellent customer service to all residents.
k. Oversee the revenue department (tax, water, miscellaneous) and ensure strong processes are in place for revenue management.
l. Prepare grant applications and ensure claims for capital projects are completed.
m. Serve as the Director of Financial Services in their absence.
n. Keep current with the latest financial and accounting trends, legislative changes, and best practices to implement within the Department.
o. Perform other duties as assigned or required.

Qualifications

a. A degree from a recognized university in Commerce or Business Administration with a Chartered Professional Accountant designation, or an equivalent combination of education and experience.

b. Minimum of two years' experience in a managerial or supervisory position
c. Knowledge of Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Board pronouncements (PSAB) and the Nova Scotia Financial Reporting and Accounting Manual (FRAM).
d. Basic knowledge of Generally Accepted Auditing Standards (GAAS) and the *Municipal Government Act*.
e. Outstanding conflict management, decision making and analytical skills.
f. Strong strategic planning and organizational skills.
g. Excellent attention to detail and accuracy.
h. Exceptional leadership skills.
i. Ability to prioritize tasks.
j. Excellent oral and written communication skills.
k. Experience working with Windows operating systems, Microsoft Office programs and accounting software. Prior experience working with SAP software is considered an asset.
l. Previous experience in a public sector financial environment is considered an asset.

Salary and Benefits

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Job Level 7	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	$73,840	$76,570	$79,300	$82,030	$84,760	$87,490

This is a full-time position based at the Municipality's offices located in Upper Nappan, Nova Scotia and involves travel to other service centres as required.

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