

ROLE SUMMARY

Under the overall direction of the Director of Finance and reporting to the Senior Manager of Financial Services, the Manager of Accounting Services plans, organizes, directs, and evaluates the operation of financial and accounting functions in the Department including the recruitment and training of employees. Manages and monitors investments and cash management. Develops and oversees internal controls and internal audits. Manages the preparation of financial reporting to internal users and government entities. Provides various financial analysis and reports. Provides financial advice to all employees and is a subject matter expert for enterprise financial system. Develops, updates, and implements financial policies, and coordinates the development of financial related training for all employees. Identifies and implements improvements and enhancements to the enterprise financial system. Performs other related duties as required.

QUALIFICATIONS

- Professional accounting designation.
- Seven years' experience including a minimum five years managing employees including recruitment.
- Experience in accounting, auditing, and budgeting.
- Public sector accounting experience, preferably in local government.
- Experience managing a portfolio of investments and forecasting cash management.
- Considerable knowledge of accounting and auditing theory, principles, practices, and the application of to a variety of accounting transactions and problems with particular reference to public accounting.
- Ability to develop and provide accounting training and orientation.
- Considerable knowledge of computerized accounting systems, particularly enterprise financial Systems.
- Ability to analyse and evaluate computerized accounting and auditing problems and develop pertinent accounting and related data in preparing reports and statements.
- Ability to work effectively with minimum direction and supervision.
- An equivalent combination of education and experience may be considered.

Major Accountabilities

Advice & Support

- Identifies, champions and implements optimization of business processes through the enterprise financial system.
- Periodically reviews the requirements for all manual and automated systems to ensure that the current and future needs of the department are met.
- Provides information, clarification, and advice to all stakeholders for financial policies and procedures. Supports these same stakeholders with revising and updating policies from feedback and consultation.

Leadership of Staff

- Manages employees within the Accounting section.
- Leads by example in terms of establishing annual personal performance objectives to be achieved by section leaders. Meets regularly with own direct reports to establish each of their annual personal performance objectives and holds them accountable for results.
- Leads or oversees recruitment, orientation and training of new staff in accordance with District policies.
- Provides departmental leadership, including coaching, mentoring, training and development and performance management.

Division Operations

- Supervises the general accounting and internal auditing functions.
- Develops and manages an internal audit program of both operational efficiencies and financial controls.
- Develops and manages financial training for all department employees.
- Reviews periodic financial reports and investigates or queries any irregularities or non-compliance with expenditure control policies.
- Develops, reviews, and updates financial policies and procedures.
- Responsible for maintaining the integrity of the general ledger and the account classification system.
- Ensures the preparation of annual financial and statistical reports in accordance with provincial and federal requirements, established formats and accounting policies.
- Maintains an effective cash management system, including investment of surplus cash and forecasting cash requirements.
- Ensures appropriate accounting of revenues and expenses for the District in accordance with Generally Accepted Accounting Principles and Public Sector Accounting.
- Maintains a variety of financial records, undertakes system reviews and studies.
- Carries out additional duties and exercise additional responsibilities as may be required from time to time.