



Job Description

Director of Finance

IDENTIFICATION

Job Title: Director of Finance Supervisor's Position: Senior Administrative Officer

Job Status: Permanent Full Time Mon to Fri – 37.5 hrs per week

Location: Inuvik Town Hall

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Director of Finance is responsible for planning, directing and controlling financial and administrative functions for the municipality by following municipal policies and procedures and in accordance with Federal and Territorial legislation.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Director of Finance reports directly to the Senior Administrative Officer and is responsible for the establishment of financial policies, procedures, controls and reporting systems and shall be responsible for the supervision of general accounting, accounts receivable, collection and payroll of the Town of Inuvik. The Director of Finance shall also ensure the legal and regulatory compliance for all Town of Inuvik accounting and financial reporting functions.

The Director of Finance is also responsible for providing advice and assistance to the Senior Administrative Officer in the areas of Human Resources Management and Information Systems.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Participate in the provision of effective strategic, financial, human resources management and information systems by:
 - Providing financial advice and guidance to the Senior Administrative Officer
 - Participating in strategic financial planning
 - Researching, preparing and submitting the annual budget
 - Preparing detailed reports on financial, human resources, information systems and administrative matters
 - Attending meetings and making presentations to Council as required

2. Provide comptrollership functions in order to ensure finances are managed according to legislation, policies and procedures and generally accepted accounting principles by:

- Managing accounting and financial systems and maintaining full and accurate accounting records
- Conducting financial analysis and preparing detailed financial reports and statements the Senior Administrative Officer, Council, Senior Management, and any other interested parties
- Providing financial and accounting advice, direction and leadership
- Ensuring compliance with financial legislation, policies and procedures and adhering to the terms of Block Funding Contribution Agreements, and other Government Funding when required
- Supervising purchasing practices and monitoring the purchasing system
- Assisting in the preparation of tender documents when required and supervising contract administration
- Responding to auditors' comments concerning finances and operations and overseeing required action to address deficiencies
- Approving the Chart of Accounts and maintaining commitment controls
- Supervising and monitoring payment authority practices, cash controls, spending, investments and reserves and general ledger accounts and account reconciliations

3. Directs and manages all staff within the department by:

- participating in the hiring of all department staff
- delegating work to staff formally through the drafting and authorizing of job descriptions, in writing when appropriate and verbally on a daily basis
- ensuring standards of work are maintained through regular monitoring
- preparing annual performance reviews for all direct reports
- initiating disciplinary actions in accordance with the Town's Personnel Policy as appropriate
- researching, suggesting and approving all training as appropriate and within budget for departmental staff

4. Perform other duties as required that are directly related to the major functions of the job.

DIMENSIONS

Budget - \$15,000,000 (Town's Budget) **Staff** – 6 full time

Value of Town Assets – Approximately \$100,000,000

Capital Budget - \$19,568,000 (for 2013) typically around 2.5 million annually

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

The incumbent must have proficient knowledge in the following areas:

- generally accepted accounting principles
- computerized accounting programs
- preparation of financial statements
- preparation of financial reports
- administration of employee benefits
- payroll systems and reporting
- an understanding of relevant municipal legislation, policies and procedures
- an understanding of the northern cultural and political environment

The incumbent must demonstrate the following skills:

- excellent leadership, team building and interpersonal skills
- analytical, problem solving and decision making skills
- excellent communication skills including verbal, written and listening skills
- very effective organizational skills
- computer skills including the ability to operate and manage computerized financial, payroll and human resource information systems, spreadsheet and word processing programs, and e-mail at a highly proficient level
- stress and time management skills

The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- be consistent and fair

The Director of Finance would normally have attained a professional accounting designation (CA, CGA, CMA) from a recognized accounting program and have several years of related senior financial and administrative experience.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Director of Finance will spend long hours sitting and using office equipment and computers, which can cause muscle strain.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The incumbent is located in a busy office with a controlled environment.

Sensory Demands

(The nature of demands on the incumbent's senses)

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer conducting financial analysis and preparing detailed reports which requires attention to detail, intense focus and high levels of accuracy. This can lead to fatigue.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Director of Finance must meet several deadlines and will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines, in addition to dealing with a variety of staff issues. These mental demands may lead to fatigue.

CERTIFICATION

Employee Signature	Supervisor's Title
Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.