



# Picture Butte

## *Picture Perfect!*

**POSITION TITLE:** Director of Corporate Services

**REPORTS TO:** CAO

**SUBORDINATE POSITIONS:** Municipal Clerk, Administrative Assistant

### **POSITION SUMMARY:**

The position oversees the financial operations of the town and manages the staff in the main office. It requires interacting with the CAO, Director of Operational Services, elected officials and all staff members. The main focus of this position lies in the management of the finances and overseeing the staff responsible for the different financial functions of the town. The following is not an all-inclusive listing of work requirements.

### **MINIMUM QUALIFICATIONS:**

- Professional experience in accounting or finance.
- Minimum education: Two year diploma in accounting.
- Strong competency in Excel and Word.
- Human resource management experience.
- Related experience in a municipal environment an asset.

### **REQUIRED SKILLS AND ABILITIES:**

- Be prepared to take on a variety of differing tasks and responsibilities.
- Excellent verbal, written and presentation skills with the ability to respond effectively to politically sensitive situations with political acumen.
- Ability to establish and maintain effective working relationships with other employees, representatives of other agencies and public.
- Excellent critical thinking and analysis skills.
- Desire to be a positive and innovative contributor to the organisation.
- Ability to be flexible, work in a team-based environment with changing demands, meet strict deadlines, while handling multiple tasks simultaneously.
- Attention to detail with the ability to work without close supervision.
- Considerable knowledge of office practices and procedures.
- Knowledge and experience in website maintenance and development, internet, municipal software, multi-media and related software, computer desktop software and techniques.
- Proficiency in understanding and using computer software programs as well as data entry, record keeping and systems maintenance.

## **RESPONSIBILITIES:**

### **Financial**

- Prepare and administer the budgets for the town.
- Oversee all of the financial operations of the town.
- Maintain computerized payroll system.
- Payroll – verify and allocate bi-weekly time sheets
- Payroll – generates payroll notices.
- Payroll – track education, vacation, banked and sick time
- Payroll – reports and T4's.
- Prepare and submit the GST return quarterly.
- Human Resources – payroll payables (LAPP, benefits, Rec. Gen., etc.) in conjunction with CAO
- Review allocations, check budget variances and prepare cheques.
- Complete monthly bank and investment reconciliation.
- Preparation of files for annual assessment review and providing assessor with annual list of building and development.
- Preparation of assessment and tax rolls relating to MGA.
- Insurance additions and deletions for the Town's insurance company.
- Prepare statements for auditors.
- Balance various sub-ledger accounts to ledger
- Taxation - File caveats and discharges as per the MGA in conjunction with the CAO.
- Calculate, summarize, balance and generate tax notices.
- Maintenance of the town's asset / equipment listing book and communicating changes to the town's auditors.
- Prepare and submit grant applications as necessary.
- Maintain and close grant files
- Preparation of tax certificates

### **Council**

- Provide financial records and information to council as requested.
- Submits requests for motions related to specific items.
- Prepare presentations / reports as directed for Council / Public review
- Identifies sources for and conducts basic research, on a variety of topical information and data areas, including internet research, for Council and CAO.
- Attend council / committee meetings.
- Computer / Software
- Provide technical assistance & troubleshoot computer hardware / software and accounting issues.
- Liaise between accounting software provider and staff as needed.
- Server maintenance and updates.

**Other**

- Supervise census and elections as required.
- Human Resource Management, including preparing and maintaining employee records and assisting in the recruitment and retention of employees.
- Performance of duties of similar complexity as assigned from time to time by the CAO.
- Assume some of the daily duties of the CAO as needed in their absence.
- Assume the daily duties of the Municipal Clerk in their absence & as needed.

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.