



EMPLOYMENT OPPORTUNITY

DIRECTOR OF FINANCE

The Town of Unity is currently seeking applications for the position of Director of Finance, from individuals who excel in financial reporting, budgeting and managing risk. Preferred candidates will be community minded, with a desire to guide our town to achieve it's full potential through sound financial decisions.

Responsibilities include:

- Financial forecasting within a Municipal setting
- Provide timely and comprehensive reports, per defined schedule and ad-hoc
- Continual monitoring for federal, provincial and legal compliance
- Explore for profitability improvements
- Present bank reconciliations and financial statements to Council
- Approve expenditures, payments and allocation of funds
- Guide budgets and capital projects to ensure all departments can operate at an optimum level
- Facilitate financial audits
- Ensure all layers of staff are up to date on financial process requirements

Preference will be given to applicants who possess:

- Accounting diploma(s)
- Certificate in Local Government Administration
- Experience with computerized accounts systems (MuniSoft an asset)
- Proven communication and public relations skills
- Ability to work independently in a fast paced, focus shifting environment
- Bondable

The Finance Director is required to attend events and meetings outside of regular working hours, and be available to respond to requests for guidance and operational support.

The Town of Unity offers an attractive benefit package and salary will be commensurate with qualifications.

Resumes must include relevant work experiences, education, and a minimum of two work related references.

The Town Council wishes to thank everyone who apply for this position but only those selected for an interview will be contacted.

Resumes can be e-mailed to: **sgodin@townofunity.com**

Questions? Please contact:

Aileen Garrett, CAO
Town of Unity
Box 1030
Unity, SK S0K 4L0
306-228-2621 ext 9

Detailed job description attached.



POLICY & PROCEDURE

Title: Director of Finance

Category: Administration

Date: September 27, 2022

Authority: CAO

Policy No.: 8.3.5

POLICY STATEMENT

This policy statement establishes the job description for the position described herein.

POLICY

1. The Town of Unity establishes that in accordance with the organizational chart for the Town, this position is out of scope.
2. This position involves all aspects of finance administration and reports to the Chief Administrative Officer.

DUTIES AND RESPONSIBILITIES

- Maintains an up-to-date General Ledger as well as subsidiary ledgers.
- Preparation of monthly Bank Reconciliation statements.
- Analysis and Preparation of yearly budgets.
- Prepares, monitors and is responsible for managing the department (General Government) operational plan within the approved budget.

- Financial Reporting
 - Monthly and year end school liability statements.
 - Quarterly GST Returns.
 - Annual PST Returns
- Governmental Reporting as and when required:
 - Gas Tax Fund
 - Infrastructure Investment Plan
 - Asset Management Reporting
- Financial and nonfinancial planning.
- Research, review and write policies and bylaws as instructed by CAO.
- Research, and review tender documents, agreements, and other legal documents as instructed by the CAO.
- Research, review and recommend up to date financial practices.
- Research, review and recommend up to date efficient operating procedures.
- Analyze internal control deficiencies and recommend corrective measures.
- Cost-Benefit analysis and feasibility review of Capital projects.
- Analyze capital and operation cost overruns and recommend corrective measures.
- Ongoing expenses and revenue analysis.
- Negotiate contracts and prices with vendors and suppliers as required.
- Research, analyze and negotiate financing for projects and purchases as required.
- Provide support to other department heads as and when required.
- Audit – Interim/Year End Audit preparations and presentation.
- Performs other related duties as may be assigned by the CAO.

PREFERRED QUALIFICATIONS AND CREDENTIALS:

- Professional Accounting Designation (CGA, CMA, CA, CPA – Chartered Professional Accountant)
- Other Education and/or experience may be considered, including, but not limited to: Diploma in Business Administration with major in Accounting, Diploma in Accounting, etc.
- Certificate in Local Government Administration (LGA) – Standard Certificate
- Bondable
- Courteous and helpful attitude toward the public, and other employees in a team environment.

Document Revision History
 Previous revision history not tracked