



Department: Finance

Location: Northern Sunrise County, AB

Status: Vacant

Northern Sunrise County is abundant with oil and gas, forestry, agriculture and tourism. It encompasses a vast area of 21,000 square kilometers of unspoiled wilderness and agricultural land, including small hamlets and villages, providing endless adventure and economic potential. In addition, the thriving town of Peace River is nearby offering all the necessary amenities for modern living.

POSITION SUMMARY:

Reporting to the Chief Administrative Officer, the Director of Finance is responsible for the overall administration and coordination of the Finance Department and its personnel. The Director of Finance is also responsible for all internal and external financial reporting; coordinating short, medium, and long-term budgeting initiatives for the County through the annual operating and capital budgets; the effective and efficient management of the municipality's financial software and asset management systems; and for the municipality's risk management administration. The Director of Finance must ensure that all applicable municipal policies and bylaws, provincial legislation and federal legislation are adhered to. This position is based out of the County's Administration building located at 135 Sunrise Road in the County.

SPECIFIC ACCOUNTABILITIES:

- Manage the day-to-day operations of the Finance Department.
- Provide accurate and timely financial reports to the Chief Administrative Officer and staff who have budget compliance responsibilities so that they can make meaningful decisions.
- Provide assistance to financial support staff to enable them to complete their duties with confidence.

- Maintain accounting records to support financial information so that the information is current, valid, authorized, properly valued, accurate, properly classified and complete.
- Develop and monitor financial bylaws and policies.
- Compile, prepare and recommend the overall County Budget and associated mill rates and present this material to the Chief Administrative Officer and to Council.
- Coordinate budget information including gathering, processing, analyzing and presenting processes for the annual operating and capital budgets of the County, Peace Regional Waste Management Company, and NEW water Ltd., so that key timelines are met, interim and financial budgets get approved, and taxes are levied.
- Recommend short and long-term financial strategies to address financial objectives.
- Work closely with the Chief Administrative Officer and staff with budget compliance responsibilities to ensure that the short, medium and long-term objectives of municipal operations are captured in budget documents so that the budget is a meaningful document.
- Develop and manage the Asset Management strategy.
- Work closely with the Assessor to obtain reasonable estimates of assessment so that a balanced final annual operating and capital budget is produced.
- Prepare County, PRWMC, and NwL financial statements and the Municipal Financial Information Return accordingly so that an audit opinion can be rendered.
- Prepare the LAPP statements for audit so that an audit opinion can be rendered.
- Prepare year end audit papers, provide assistance to external auditor and assist in preparing annual financial statements (audited report).
- Manage the risk faced by the County by ensuring that assets, contingencies, and accidents/losses are properly insured and reported to minimize exposure to tangible and intangible loss.
- Coordinate disaster recovery for information systems so that the County can continue to operate with minimal interruption of services.
- Coordinate the maintenance of the County electronic information systems so that data, processes, communications, and interface components function with integrity and are reliable.

- Work with the Directors to ensure that the application software and hardware they are responsible for integrates into the network and if possible, to other applications to achieve efficiencies and reduce data redundancy.
- Maintain and update accurate files, notifications, agreements, permits and other correspondence on all matters relating to finance within the Finance Department.
- Provide clear, informed advice to the Chief Administrative Officer and to staff and work cooperatively to achieve positive results.
- Establish and maintain productive working relations with the public, staff of other departments and other local agencies.
- Responsible for the recruitment, hiring, training, management, scheduling, supervision, and professional development of Finance Department employees.

QUALIFICATIONS/EXPERIENCE:

- Accounting Designation of CPA is required and a minimum of 8-10 years financial experience.
- Significant demonstrated management experience in local government finance including experience working with elected officials, municipal financial planning, purchasing and taxation experience, and supervisory experience.
- Knowledge of provincial regulations and municipal bylaws and policies relating to the Finance Department would be a definite asset.
- Valid Class 5 Alberta Driver's License with positive driving record.
- Excellent time management and organizational skills.
- Excellent written and verbal communication skills.
- Strong attention to detail required.
- Ability to work independently and exercise sound judgement, discretion, tact and confidentiality at all times.
- A positive record of working effectively with appointed and elected officials, volunteer boards and committees and the general public.
- Leadership skills in the management, development, coaching and mentorship of employees.
- Extensive computer experience and knowledge of Microsoft Office software, including the ability to use computer-based spreadsheets, accounting software packages, and other related applications.

- Experience with Health and Safety committees and their policies.
- Willingness to take other training as required.

WORKING CONDITIONS & PHYSICAL ENVIRONMENT:

- Extensive use of computers and related equipment.
- Long periods of sitting, good lighting, temperature and noise control.
- Medium physical effort in relation to the season; occasional light-moderate lifting.
- Subject to working in mostly indoor environment.
- Use and operation of a vehicle.
- Regular working day consists of 7.25 hours; however occasional overtime or weekend work will be required.
- Some travel will be required.

HEALTH & SAFETY:

- All personnel working at Northern Sunrise County are governed by the County's Health and Safety Policy.
- Ensures all operations are conducted in a safe manner and in accordance with County Policies and Occupational Health and Safety Regulations.
- Ensure proper safety training and safe work practices for staff.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

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

Last reviewed May 2023

INCUMBENT SIGN-OFF:

I have read the above description of the primary role and responsibilities of the Director of Finance and acknowledge that I understand the scope and responsibility of the position. I understand that this is not intended to be an exhaustive list of job duties and responsibilities and that I will be assigned other duties as required to support the success of Northern Sunrise County.

Cindy Millar _____
Chief Administrative Officer – Print Name Date

Chief Administrative Officer– Signature

Employee – Print Name Date

Employee – Signature