**Manager of Finance**

The Municipal District of Taber is seeking an experienced and dedicated Manager of Finance to join our team in supporting our vibrant and growing community. As a key member of our financial leadership team, you will play a critical role in managing the district’s financial health by providing strategic direction, overseeing budgeting and reporting, and ensuring compliance with financial policies and regulations. We are looking for a detail-oriented professional with a passion for public service, a commitment to transparency, and the ability to drive fiscal responsibility across our operations. If you're ready to make a meaningful impact in a dynamic municipality, we invite you to apply.

**Key Work Activities:**

**Financial Management & Planning**

* Accountable for the financial accounting systems and procedures.
* Resolve accounting discrepancies.
* Coordinate the preparation of departmental and municipal annual long range financial plans.
* Prepare and administer the Finance Department budget.
* Review expenditures to ensure they are coded correctly.
* Develop and recommend policies, plans, and programs for the finance and accounting functions of the municipality.
* Management of the municipal taxation process and property assessment including ensuring the establishment of mill rates required by the budget.
* Ensure the accurate and timely reconciliation of all municipal bank accounts.
* Assist on appropriate reserve fund management to address and plan for future Capital requirements.
* Manage MD revenues, reserves, debt, and grants through provision of banking, investment, and cashflow projection services to meet future requirements.
* Administer operational and capital grants, including grant applications, tracking, and reporting.
* Monitor, manage, report and assist in the application of grants.
* Ensure that financial management and reporting is carried out in a timely and effective manner.
* Lead regular financial review and analysis, including variance analysis.
* Prepare financial reporting for internal and external stakeholders as required, including intermunicipal service agreements and regional initiatives.
* Lead the preparation of the necessary year-end working papers and applicable audited financial statements pursuant to Generally Accepted Accounting Principles and practices.
* Complete month-end and year-end general ledger procedures.
* Lead the year-end financial preparations and audit.
* Manage insurance and risk management functions, including claims, registrations, and renewals.
* Ensure that the GST and other intergovernmental reports are submitted accurately and on a timely basis.
* Maintain the Tangible Capital Assets (TCA) ledger of the municipality according to legislation, regulations, and policy.

**Policy Development & Administration**

* Develop financial policy, controls, and systems.
* Develop administrative policies, short- and long-term plans, procedures, and
* Bylaws in accordance with relevant legislation, the Strategic Plan and Business Plan
* Interpret Bylaws, Acts, and related statutory documents and respond to requests for information from the public.
* Prepare Policies, long-term plans, and resolution recommendations for the organization.
* Write reports and proposals in support of policies, programs, budgets, and various aspects of the Department’s operations.
* Responsible for the creation of and departmental compliance with relevant policies, procedures, standards, specifications, regulations, bylaws, relevant legislation, and technical initiatives
* Monitor legislative changes to ensure organizational compliance. Track trends and anticipate issues that affect the community or services to other Departments.
* Implement approved policies, plans, and programs for the finance and accounting functions of the municipality.

**Leadership**

* Oversee the finance staff who manages accounts payable, accounts receivable, cash receipting, taxation and assessment, and utility billing.
* Training, mentoring, performance evaluations, coaching, and monitoring staff.
* Lead, plan, organize, direct, control and evaluate the operations of services
* delivered within the finance department in a consultative and responsive manner.
* Participate with the Corporate Services leadership team in planning and making decisions related to the organization.
* Liaise with other provincial and municipal governments and agencies and other major service providers to ensure coordination, cooperation, and efficiency in the development and implementation of service initiatives.
* Monitor the allocation of and direct resources within areas of responsibility to ensure the achievement of deliverables articulated within applicable work plans and identified projects while maintaining a high level of service.
* Act as a project lead on more complex initiatives and applications.
* Accountable for the management of risks, service delivery, organizational effectiveness, and execution of several major projects
* Undertake initiatives related to continuous improvement.

**Organizational Support**

* Assist public and ratepayers with inquiries and concerns.
* Attend Council meetings, public hearings, and other regional governance public meetings as a resource and/or representative of the MD as required.
* Work collaboratively with the CAO and Directors, managers, and teams in
* achieving goals and priorities in alignment with Council, municipal legislation, and governance requirements.
* Actively participate in the municipality’s Health and Safety Program and assist to construct a positive culture where health and safety are prioritized.
* Any other duties as assigned from time to time by the Director of Corporate Services.

**Qualifications and Requirements:**

A combination of education and/or experience related to this position may be considered.

* Post-secondary degree in Business Administration, Accounting, Commerce, Public Administration, or a related discipline.
* Designation as a Chartered Professional Accountant (CPA), or working towards receiving designation, is preferred.
* Adequate years of management work experience in progressively responsible positions
* Experience in financial planning and budget preparation; property tax and assessment; accounts payable and receivable, utilities, cash flow, investment, and general ledger accounting
* Experience working in a municipal administration setting is preferred.
* Understanding of Generally Accepted Accounting Principles and Public Sector Accounting.
* Experience with budget preparation and planning
* Experience in supervising and managing a diverse portfolio of services, as well as knowledge of municipal finance and legislation, is preferred.
* Experience in managing financial and administrative tasks.
* Advanced skills with computers and systems, database management, and Microsoft Office Suite.
* Valid First Aid and CPR Certificate, or willingness to attain.
* Satisfactory background screening is required for this position including a Bankruptcy and Insolvency Check, Criminal Record Check.
* Bondable
* A Class 5 Driver’s License with a satisfactory Driver’s Abstract
* Experience with the following software/applications is considered an asset: SylogistGov (Bellamy, Serenic), Questica (Operating, Capital, Personnel modules), Water+ Bulk Water, Neptune 360, Quickbooks, MAConnect, PSD Citywide Asset Management

To submit cover letter and resume, go to [UpSourced HR’s Careers page](https://upsourcedhr.zohorecruit.com/jobs/Careers/521153000014881128/Municipal-District-of-Taber---Manager-of-Finance?source=CareerSite). The posting will remain open until a suitable candidate is found. Only those selected for an interview will be contacted.