

City of Castlegar  
POSITION DESCRIPTION

POSITION TITLE <b>MANAGER OF ACCOUNTING AND REVENUE (MAR)</b>	DATE OCTOBER 2019
DEPARTMENT FINANCE	REPORTS TO: DIRECTOR OF FINANCE

**SUMMARY**

Reporting to the Director of Finance, the Manager of Accounting and Revenue (MAR) is responsible for revenue services, accounting, financial record keeping and the preparation of financial reports. The MAR will ensure the accurate flow of financial information and adherence to accounting policies and procedures. The MAR will be expected to develop financial policies and operational procedures that enhance the control, service levels and accountability of all financial matter of the City. Direct Reports include Accounting Clerk(s) and Utility/Tax Clerk(s) positions.

The incumbent is responsible for protecting the confidentiality of all City matters and for exercising care, accuracy and attention to conflicting interests and objectives when preparing reports, projects, policies and plans.

**RESPONSIBILITIES**

1. Manages, directs and supervises the operations and performance of the Accounting Division of the Finance Department which includes: accounts payable, accounts receivable, financial reporting, capital assets, utility billing, property taxes and payroll.
2. Establishes work priorities and assignments; sets performance goals and objectives; monitors and evaluates accounting operations for improvement
3. Assists with the hiring, , evaluates, promotes, demotes, suspends, lays-off, trains and disciplines employees within his/her departments and in accordance with established policies and procedures of the City;
4. Coordinates personnel development within the department through coaching, training and development plans, while managing and maintaining performance at a high level.
5. Responsible for supervising month-end and year-end close procedures and assisting with all financial reporting requirements.
6. Assists in coordinating and preparing the City's year financial plan; monitors and administers approved budgets and reports on same.
7. Coordinates the City's Tangible Capital Assets, including recording newly acquired assets, amortization and disposition.
8. Assists the Director of Finance in the creation and review of internal controls to safeguard corporate assets.

9. Assists the Director of Finance in developing and administering financial policies, procedures and internal control programs to safeguard corporate assets and ensure sound financial management of the City.
10. Ensures effective management of banking services including daily banking deposits, overdrafts, payroll, company credit cards and EFT transfers.
11. Oversees payroll and benefits administration ensuring accurate and timely payroll, and primary contact on staff claims for WorkSafe BC, Sick Leave, Long Term Disability (LTD) and the Municipal Pension Plan.
12. Subject matter expert on the City's financial system and ensures financial software updates are completed, provides end users with the training and relevant documentation; coordinates in depth training with external financial software trainers.
13. Supervise and be responsible for ensuring the accurate maintenance of the property tax module, including reconciliations, remittances and preparation of tax notices and other statutory requirements associated with collection of property taxes and other user fees.
14. Provides advice and guidance on financial matters and performs research as directed by the Director of Finance and CAO.
15. Prepares and/or reviews reconciliations of sub-ledger, general ledger and bank accounts. Prepares and/or approves journal vouchers as required.
16. Coordinates the completion of the annual financial audit; coordinates the collection and preparation of audit information; conducts meetings with auditors; reviews audit reports and coordinates preparation of City responses to audit findings; and the implementation of approved policy and procedural changes.
17. Provide guidance and assistance in the resolution of difficult accounting issues; interprets and resolves accounting problems identified by staff, auditors or other departments
18. Responds to questions and requests for information from employees, managers and the general public in a courteous manner; explains and interprets accounting policies, procedures and regulations; and resolves complaints and issues which cannot be addressed by subordinate staff
19. Assists in the preparation of the Annual Municipal Report.
20. Ensures timely preparation and submission of all statutory to reporting requirements including but not limited to GST/HST, Homeowner Grant, Local Government Data Entry (LGDE) and as required by Federal and Provincial Governments.
21. Acts as the Director of Finance in his or her absence.
22. Undertakes special projects and performs other duties as assigned, in accordance with departmental and corporate objectives.

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**QUALIFICATIONS**

Essential	Desirable
Undergraduate degree in administration, commerce or a related discipline.	Managerial experience in the public sector.
Designated Accountant - Certified Professional Accountant (CPA, CA, CGA, CMA)	Understanding of purchasing management and risk management is an asset.
Strong interpersonal and communication skills.	Good understanding of Public Sector Accounting Standards, the Community Charter and Local Government Act.
A highly motivated team player with strong leadership ability.	
Developed competence in a computerized office environment. The City uses the Microsoft Office suite and the Vadim accounting system. Skilled operator of Microsoft Excel.	