



Job Description

**Director of Finance**

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# DIRECTOR OF FINANCE

## 1. IDENTIFICATION

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| 1.1 | Organization: | Town of Shediac                     |
| 1.2 | Department:   | Finance                             |
| 1.3 | Job title:    | Director of Finance                 |
| 1.4 | Reports to:   | General Manager and Municipal Clerk |

## 2. POSITION OBJECTIVES:

The incumbent will serve as the Town Treasurer as well as the municipality's Financial Administrator. He/she will administer financial policies, practices and procedures, and will be responsible for the municipality's administrative accounting. As assistant to the General Manager, the incumbent will help to fulfill various mandates according to the needs of the organization, the requirements resulting from situations and the authority delegated in such circumstances.

## 3. TASKS AND RESPONSIBILITIES

### 3.1 Summary of responsibilities

This is an important administrative position responsible for conducting necessary analysis and providing professional expertise in the areas of accounting, finance, procurement to the Town of Shediac's overall administrative team. The work involves ensuring the municipality's administrative aspects, are organized, controlled, and functioning properly. Additionally, the responsibilities include a variety of current and complex analysis, accounting and management work in the assessment of accounting processes, communication of findings, budgeting, working capital, investments, reserve fund, sources of funding, financial information systems, development of effective policies and procedures to accomplish the work, while ensuring compliance with the current CCSP standards. The incumbent will replace the General Manager in his absence. He/she exercises functional authority over all Town employees when services or administrative matters for which he/she is responsible are justified.

### 3.2 Tasks

- In charge of accounting, which includes the implementation of control measures, receiving and paying invoices, billing and receipt of payments, managing cash flow, controlling expenses according to approved budgets, producing financial

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statements monthly, as well as providing financial analysis and preparing various reports for the Town of Shediac;

- Responsible for the long-term strategic planning of municipal infrastructures (five-year plan, among others) as well as for its development, annual update, and management with the various services involved;
- Supervises important files that are assigned to him/her by the General Manager and provides a report to the General Manager on these files and achievement of objectives;
- Responsible for preparing annual financial statements for the audit and maintains a close contact with the municipality's external auditor;
- Responsible for compiling data, coordinating and preparing budgets as well as strategic financial planning;
- Authorizes the purchase of equipment, goods and services and more in accordance with the amounts provided in the budget approved by Council;
- Responsible for updating the value of assets in accordance with the accounting records;
- Makes sure the municipality has adequate insurance that meets the requirements of municipal laws and provides reports to the General Manager;
- Responsible for risk management in the municipality's various infrastructures and managing insurance files, including claims;
- Coordinates all supply demands and requests for proposals for all departments as well as the awarding of contracts on behalf of the Town of Shediac; and coordinates the implementation of projects with the directors;
- Attends Council and committee meetings at the request of the General Manager;
- With the approval of the General Manager, the incumbent is responsible for the Town of Shediac's purchases in accordance with the approved budgets;
- Replaces the General Manager in his absence;
- And any other tasks assigned by the General Manager according to the Town of Shediac's needs.

### **3. LEVEL OF AUTHORITY**

The incumbent reports to the General Manager and Municipal Clerk.

### **4. REQUIREMENTS FOR THE POSITION**

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4.1 Minimum level of education

- Bachelor of Business Administration (Accounting or Finance Option) or any other undergraduate training in Administration deemed equivalent, with the CPA (CA, CGA or CMA) accounting designation.

4.2. Related knowledge and skills

- Must be fluent in written and spoken French and English;
- Must be able to easily operate accounting, word processing, spreadsheets, and data base software commonly used by the municipality;
- Must be familiar with accounting standards in the public sector (CCSP) and their application;
- Must have a good knowledge of the industrial relations field and the labour law;
- Must possess excellent knowledge of accounting, budgetary control and financial impact analysis techniques;
- Must have an understanding of municipal taxation mechanisms related to the fiscal sustainability of the development proposals;

4.3. Requirements and experience

- Must have experience in a financial and material resources management position as a senior executive, preferably with a municipality;
- Must be reliable and discreet with respect to confidential matters related to the position and the Town of Shediac.

4.4. Personal skills

- Must have the ability to maintain good public relations with Council, citizens and employees;
- Must be dynamic; self-starter; possess good judgement; good analytical and organizational skills; good sense of innovation; and ability to work closely with people in the industry;
- Must be able to deal with complaints and address them appropriately;
- Must possess leadership and motivational qualities.

## **HOURS OF WORK**

- Regular working hours are from 8:00 a.m. to 4:00 p.m., Monday to Friday. However, the incumbent will be required to attend numerous meetings held outside regular hours.

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## **SALARY**

This position offers a salary range of \$75,000 - \$91,000 plus a comprehensive benefits package.

*Please submit a detailed resume and cover letter indicating your skills and experience no later than **Friday, October 15, 2021 at 3:00** (Atlantic time), to Gilles Belleau, general Manager at [gilles.belleau@shediac.ca](mailto:gilles.belleau@shediac.ca) or Denise Guitard, Coordinator of Human Resources at [denise.guitard@shediac.ca](mailto:denise.guitard@shediac.ca) or by mail at 290 Main St., Unit 300, Shediac, NB E4P 2E3.*

*We thank all who apply for this position, however only those selected for an interview will be contacted.*