



Finance Director

The City of Humboldt invites submission of applications for the position of Finance Director for this growing regional centre. Reporting to the City Manager, the Director will participate as part of the Senior Management Team that guides and administers the day-to-day financial operations of the City.

Managing a seasoned staff, the Director will provide strong leadership to the finance function including general accounting, financial analysis, internal auditing, budgeting, financial reporting, purchasing, and revenue collection. The Director will be expected to provide timely and accurate financial information in order to assist the City Manager and Council to make effective program and policy decisions.

Possessing strong leadership skills, you are self-motivated and have a proven track record building consensus and promoting cooperation among all stakeholders including elected officials, senior management, employees, citizens, and other levels of government. You have experience in financial management roles, preferably in a municipal government setting. Designation as a CPA, CMA or holding a diploma in Accounting or Public Administration from a University, College or Technical Institute is preferred. Experience or exposure to Microsoft Dynamics/Great Plains software will be considered a strong asset.

Located in the central part of Saskatchewan, one hour east of Saskatoon on Highway #5, the City of Humboldt has been designated a rapid growth community in Saskatchewan with a thriving, dynamic community for business, industry, health, education and culture. The City's growth plan will guide this regional centre to a population exceeding 12,000 with a trading area population of over 40,000. For details on Humboldt's strategic plan, refer to the "Our Humboldt" section of the City's webpage at www.humboldt.ca.

The City offers a comprehensive benefits package and the opportunity to challenge your expertise in an evolving, growing community. Qualified individuals should forward their resumes, along with a 1-2 page letter demonstrating how your qualifications and/or experience match the position by **September 22, 2017** to:

Joe C. Day, City Manager
P.O. Box 640 – 715 Main Street
Humboldt, SK S0K 2A0

Re. Finance Director Competition

Fax: (306) 682-3144
Email: joe.day@humboldt.ca



Finance Director

Function

Reporting to the City Manager, the Director will participate as part of the Senior Management Team that guides and administers the day-to-day financial operations of the City. This is a leadership position that will reflect the values of the City of Humboldt. Integrity, respect and open communication with staff and public is a priority of the City of Humboldt.

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Primary Responsibilities

- Accepts full responsibility for all Finance Department activities and services, including activities associated with budgeting, general accounting, auditing, payroll processing, utility billing, and taxation
- Oversees the selection, motivation, training and evaluation programs for all Finance personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable laws, codes and regulations
- Ensure department is customer service orientated. Handle customer concerns and ensure appropriate action is taken
- Plans, develops and implements departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved
- Prepare all Revenue/Expenditure statements including all funds and all departments/functions or business units, and Annual Financial Statements for all City business/funds and public accounts document; coordinate audit with external auditors
- Serves as a financial resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment
- Maintain Schedules of Debt, fixed assets, Land Fund Assets and various tracking of inventory, insurance etc.
- Reviews, evaluates and recommends improvements to administrative and financial internal control systems and procedures; directs and participates in the preparation of specific studies, fiscal and budgetary analyses and projections

Finance Director

- Directs and participates in all financial management and information system activities; manages and coordinates the City's investment portfolio, administers debt financing programs and secures grants and other sources of funding
- Prepare Financial analysis and reports on various business units as well as cash forecasting and long range financial planning; track financial trends and provide pertinent information in an understandable format
- Prepare and compile annual budget estimates in conjunction with Department Heads and City Manager; prepare reports and make presentations as requested by the City Manager
- Present operating and capital budget to Council along with all necessary background information including financial analysis on various components; responsible for various Financial Policies and making processes better to keep abreast of constant changes and recommend changes to policy and practices regarding common public interests and concerns
- Responsible for information systems, internal controls, data integrity as well as overseeing hardware purchases and software development in an effort to ensure an overall integrated system with streamlined processes
- Deal effectively with the general public and all staff including other departments; provide information to the public concerning all areas of finance and ensure the finance staff are up to date on pertinent issues
- Attend all Council Meetings to provide information regarding issues that have financial considerations
- Forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; plans, organizes and develops the City's annual operating and capital improvement budgets
- Liase with various departments to solve problems. Often this involves formulating solutions within the financial parameters available, to assist the department in accomplishing their objectives
- Preparation of 5 year capital replacement and new construction infrastructure; maintains and develops the Asset Management plan for the City of Humboldt working in conjunction with the Senior Management Team

Knowledge

Principles, practices and techniques of finance and information system administration, organization and operation; principles and practices of general, fund, cost and local government accounting; principles and practices of auditing and financial control; principles

Finance Director

and practices of budget administration; methods and techniques of supervision, training and motivation; applicable federal and provincial codes and regulations, including those related to municipal financing, taxation and utility billing; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; asset management; occupational hazards and standard safety practices

Skills and Abilities Required

Plan, direct, manage and coordinate the work of the Finance Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; analyze complex financial and information system issues, make adjustments to standard operating procedures as necessary to improve organizational effectiveness; facilitate group participation and consensus building; attend evening meetings as required; prepare clear, concise and complete financial statements, reports and written materials; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; have a considerable degree of aptitude and skill in computer systems; ability to work with elected officials; knowledgeable in and able to interpret statutes relevant to municipalities; knowledge of principles, practices, objectives and legislative requirements associated with *the Cities Act*.

Qualifications

Five years of broad and extensive experience in financial management, including at least three years in an administrative or supervisory capacity in a municipal environment. A bachelor's degree in accounting, business administration, finance, public administration or related field is desirable. A professional accounting designation (CA, CMA, CGA) is desired.

Satisfactory criminal reference and financial reference checks meeting the requirements of the Cities Act and the City.

Valid Class 5 Driver's license.