

Job Description

Manager of Finance

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Manager of Finance is responsible for the oversight, administration, and management of all revenue-related responsibilities and services for the Region of Queens Municipality. Reporting directly to the Director of Finance, this role ensures the accurate and efficient collection, allocation, and reporting of municipal revenues, including property taxes, utility billing, and other revenue streams. The Manager of Finance also oversees tax collection, accounts receivable functions, and the updating of tax information from the Property Valuation Services Corporation.

This position plays a key role in financial planning and budgeting, ensuring compliance with Public Sector Accounting Standards, and completing legislated financial reporting requirements. The Manager of Finance is also responsible for developing and implementing financial policies, maintaining internal controls, and providing strategic financial advice to the senior management team. Additionally, this role includes supervisory responsibilities for revenue-related finance department staff, mentoring and supporting team members to ensure the effective management of all financial operations.

MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p>Revenue and Collection Management Revenue Management</p> <ul style="list-style-type: none"> • Manage and oversee the collection of property taxes, utility billing, Solid Waste receivables, and other municipal revenue streams, ensuring timely and accurate processing. • Oversee the entire tax sale process, including preparing notices, maintaining working papers, and ensuring compliance with legislative requirements. 	<p>30%</p>

Description	Approximate Time Spent (%)
<ul style="list-style-type: none"> Oversee the billing and tracking of service contracts with other municipalities and organizations, ensuring timely invoicing and payment collection. 	
<p>Financial Processes</p> <ul style="list-style-type: none"> Supervise and monitor all accounts receivable functions, including mortgage payments, Low Income Tax applications, and the review of community property tax exemptions. Complete bank reconciliation process for all accounts, ensuring accuracy and timely completion each month. Spot check bi-weekly payroll, ensure accurate payroll transfers, and review payroll processes for compliance with municipal policies. 	25%
<p>Financial Reporting and Compliance</p> <ul style="list-style-type: none"> Oversee the preparation of monthly, quarterly, and annual financial reports, ensuring compliance with Public Sector Accounting Standards and alignment with the municipal budget. Conduct monthly reviews of all transactions to ensure accuracy and resolve any discrepancies, including reconciliation of balance sheet accounts. File and post HST returns quarterly, ensuring timely submission and compliance with federal regulations. Support the annual financial audit process, preparing necessary documentation and assisting with year-end closeout and reporting. 	20%
<p>Policy Development and Internal Controls</p> <ul style="list-style-type: none"> Lead the development, implementation, and maintenance of financial policies and procedures, ensuring consistency and compliance with municipal, provincial, and federal regulations. Design and oversee internal control processes to safeguard municipal assets, prevent fraud, and ensure accurate financial reporting. 	10%

Description	Approximate Time Spent (%)
<p>Leadership and Staff Supervision</p> <ul style="list-style-type: none"> • Lead and mentor finance department staff, including the Tax Clerk, Revenue Clerk, Utility Clerk, and Finance Clerk, fostering a collaborative and efficient work environment. • Provide ongoing training and development opportunities for finance staff to enhance their skills and ensure the effective management of financial operations. • Ensure all financial processes comply with Public Sector Accounting Standards, and stay updated on changes to regulations through ongoing training. 	10%
<p>Strategic Financial Planning and Budgeting</p> <ul style="list-style-type: none"> • Assist the Director of Finance and other senior staff in preparing the annual operating and capital budgets, providing detailed analysis and financial forecasts to support strategic decision-making. • Contribute to long-term financial planning by identifying revenue opportunities, assessing financial risks, and advising on resource allocation to meet the Municipality's goals. 	5%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

(Must Have)



Education (degree/diploma/certifications):

- A degree in commerce, accounting, or finance from a recognized post-secondary institution.
- A professional accounting designation or working towards one.

Experience:

- Five years of related experience.
- Private sector accounting experience or municipal auditing experience is preferred.

Knowledge/Skill/Ability:

- Public Sector Accounting Standards
- Municipal government operations and governance

WORK CONDITIONS**Contacts and Nature of Interactions**

Frequency Legend			
Constant – every day for most of the day		Occasional – bi-weekly to monthly	
Frequent – daily		Rare – once in a while	
Regular – weekly			
Contact (Title)	Internal / External	Frequency	Nature of Interaction
Director of Finance	Internal	Constant	Discuss financial strategy, reporting, budgeting, and operational issues.
Finance department staff	Internal	Frequent	Supervise, mentor, and coordinate financial operations and tasks.
Municipal auditor	External	Occasional	Provide documentation, support audits, and ensure compliance.
Property Valuation Services Corporation (PVSC)	External	Regular	Coordinate property assessment updates and resolve discrepancies.
Service providers and contractors	External	Occasional	Oversee billing, manage contracts, and ensure timely payments.
Taxpayers (residents/businesses)	External	Frequent	Address inquiries, oversee tax sales, and handle escalated issues.
Senior management	Internal	Occasional	Provide financial updates, reports, and strategic advice.

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

Work Demands

This position spends approximately:

- [95]% of the time indoors
- [0]% of the time outdoors
- [5]% of the time driving a vehicle during work

Physical effort:

- Prolonged sitting
- Frequent computer usage

Mental effort:

- High concentration
- Analytical problem-solving
- Decision-making under pressure
- Leaderful

Hours of work:

- Regular

Work Location:

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.



Independent Decision Making:

- Resolve complex financial issues
- Develop and implement financial policies

Financials and Budget:

- Provide input and recommendations on budget matters
- Ensure accurate financial reporting
- Oversee day-to-day revenue related financial matters

Confidential Information:

- Protect sensitive financial and individual's information
- Access to personal and sensitive financial and operational information

Creativity and Ingenuity:

- Innovate financial strategies
- Improve financial processes and systems

Leadership, Supervision and Functional Advice

Employees this role manages or supervises:

- Revenue-related employees

Functional advice this role may provide and to whom it is provided:

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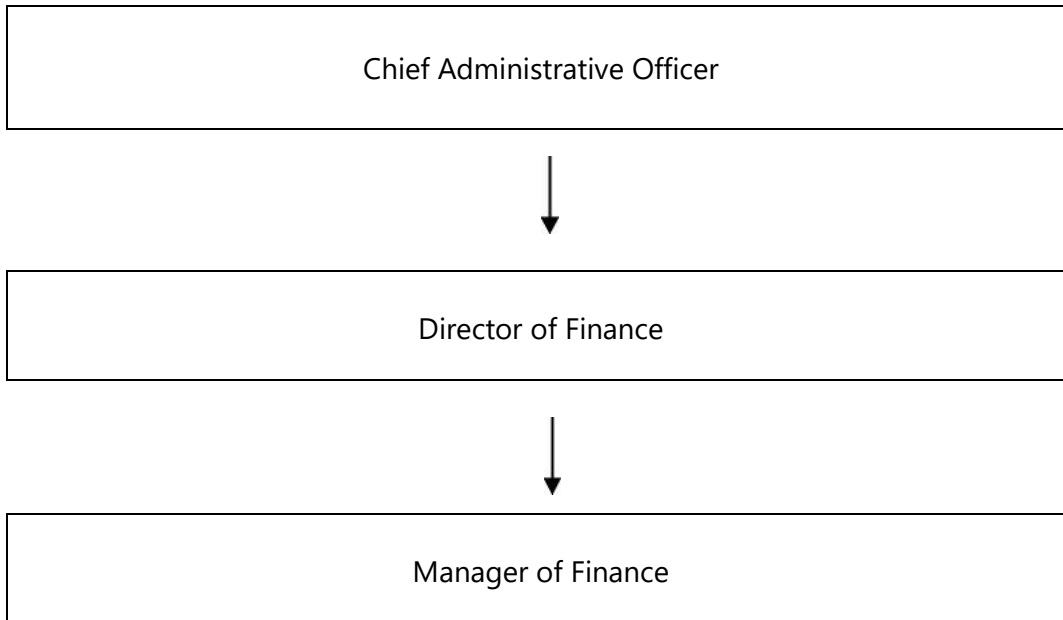
POSITION CLASSIFICATION
(Where this position fits)



Position Title: Manager of Finance	Division:
Department:	Classification:
Positions Supervised Directly:	Reports to (Direct): Director of Finance
Salary Grade:	Positions Supervised Indirectly:
Hours per week: Regular	Work Location: Administration office
Effective Date: November 10, 2020	Revision Date: September 8, 2024

Organizational Chart

The reporting relationship of this position to others within the immediate department.



APPROVAL

Director Approval: _____ **Date:** _____

CAO Approval: _____ **Date:** _____