



## TOWN OF STRATHMORE

### JOB DESCRIPTION

JOB INFORMATION	
<b>Position:</b>	Manager, Financial Services
<b>Reports To:</b>	Chief Financial Officer
<b>Position Type:</b>	<input checked="" type="checkbox"/> Full Time Permanent (35 hours) <input type="checkbox"/> Full Time Permanent (40 hours) <input type="checkbox"/> Part Time Casual <input type="checkbox"/> Part Time Permanent <input type="checkbox"/> Full Time Limited Term (including FT Summer Students) <input type="checkbox"/> Part Time Limited Term (including PT Summer Students)
JOB SUMMARY	
<p>Reporting to the Chief Financial Officer, the Manager, Financial Services oversees and leads the activities of the financial services team and provides specialized support to the CFO assisting in the delivery of effective budgeting, financial analysis, and long-term financial planning functions.</p> <p>This position owns external and internal financial reporting for the organization, including the year-end financial statement audit. The Manager will support the CFO by preparing advanced financial analysis, identifying trends and insights, and providing accurate financial information to departments and leadership to support informed decision-making.</p>	
ESSENTIAL FUNCTIONS	
Description of the Function	
<p><b><u>Leadership:</u></b></p> <ul style="list-style-type: none"> <li>Lead the development, implementation, and improvement of the financial services department goals, objectives, processes, standards, policies, business plans, and strategies</li> <li>Coach and develop the financial services team, ensuring appropriate training and development is offered</li> <li>Set performance standards for the accounting services division and work with the supervisor to ensure exceptional service delivery</li> <li>Provide back up coverage for the Chief Financial Officer</li> <li>Assist the strategic and financial planning and development process, including the implementation and monitoring of a long-term financial plan</li> <li>Provide support for development of financial policies and internal control process</li> <li>Identify and coordinate financial software training for the organization</li> <li>Provide guidance to the organization on generally accepted accounting principles and procedures</li> <li>Recommend and implement changes in system functionality as well as financial policies</li> </ul>	
<p><b><u>Budgeting:</u></b></p> <p><u>Development &amp; Coordination:</u></p> <ul style="list-style-type: none"> <li>Coordinate and support the preparation of the annual operating and capital budgets</li> <li>Work closely with departmental leaders to compile, review, and validate budget submissions</li> <li>Provide guidance to departments on budget processes, timelines, and requirements</li> <li>Consolidate budget data and prepare supporting schedules and documentation</li> <li>Assist in the development of budget reports and presentations for senior leadership and Council</li> </ul> <p><u>Monitoring &amp; Reporting:</u></p> <ul style="list-style-type: none"> <li>Monitor budget performance and track variances between actual and budgeted results</li> <li>Prepare regular financial and budget variance reports (monthly, quarterly, and annual)</li> </ul>	

- Analyze trends and provide insights and recommendations to support decision-making
- Assist in preparing quarterly financial reports for Council
- Ensure timely and accurate budget-related reporting in accordance with municipal standards

**Financial Reporting Analysis & Support**

- Quarterly financial reporting and year-end audit preparation
- Perform financial analysis to support forecasting, long-term planning, and cost management
- Assist with revenue and expenditure projections
- Support the development and maintenance of financial models and forecasting tools
- Provide data and analysis to support business cases and funding requests
- Maintain knowledge of departmental operation, revenue streams, and expenditures

**General Accounting & Coordination**

- Support month-end and year-end processes related to budget reporting and reconciliation
- Ensure accuracy and integrity of financial data within accounting and budgeting systems
- Assist in preparing information for year-end financial statements and audit requirements
- Liaise with internal stakeholders to ensure alignment between financial data and budget reporting
- Maintain confidentiality of financial information in accordance with applicable legislation and policies

**Systems & Process Improvement**

- Utilize financial and budgeting software to manage and report budget data
- Identify opportunities to improve budgeting processes, tools, and reporting efficiency
- Support implementation of financial system enhancements and reporting improvements
- Ensure that all work-related information is kept confidential as per the Town's policy and in accordance with Protection of Privacy Act (POPA), and Access to Information Act (ATIA)
- Knowledge of the organization's departments, services, and budget revenue and expenditures

**Safety:**

- This position is an essential service and a safety sensitive position requiring fit for work status
- Requires a professional, cooperative, and positive attitude towards health and safety
- Participate in health and safety training moments, meetings, and exercises
- Participate as a member of the Strathmore Emergency Response team in preparing and enabling the community to respond in the event of a local or regional disaster

**COMPETENCIES**

- Ability to perform at a managerial level including effective supervisory, coaching, mentoring, and human resource management
- Demonstrate initiative and work independently with minimal supervision
- Possess excellent attention to detail, time management, and task prioritization skills
- Ability to troubleshoot and problem solve
- Analytical and detail-oriented in ensuring adherence to policy, regulations, and contractual agreements
- Ongoing commitment to keep informed of new trends (including AI), developments, legislation, and regulations impacting the financial activities of the municipality
- Ability to explain technical concepts and theories to non-technical audiences
- Working knowledge of various software packages and network computer systems
- Ability to establish and maintain strong working relationships with internal stakeholders

**REQUIREMENTS, EXPERIENCE, AND EDUCATION**

- Post-secondary degree in finance, accounting, or commerce
- Chartered Professional Accountant (CPA) designation
- 5-10 years of progressive experience in a public sector setting, preferably in Municipal government
- Municipal government experience and an understanding of municipal accounting, property assessment, and reporting guidelines is preferred

- Familiarity with annual budgets, forecasting, full cost recovery concepts, and long-term planning principles
- Comprehensive knowledge of accounting information systems (Ex: Great Plains/ Diamond, Qwestica)
- 3-5 years proven leadership in progressive roles
- Consent to disclosure of a Criminal Record Check (with vulnerable sector check)
- Required to provide a current Driver's Abstract
- Possession of a Valid Alberta Class 5 driver's licence

**WORKING CONDITIONS**

- Adapt to seasonal workload fluctuations
- Office setting within Municipal government
- Standard Business Hours: M-F / 8:30-4:30 pm

**Manager Approval:**

Name	Signature	Date
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**Employee Acceptance:**

Name	Signature	Date
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