

KEY ACCOUNTABILITIES

Responsibility 1: Accounting, Financial Reporting and Payroll Administration

- Manage all financial accounting and implement processes to increase efficiency, ensure effective financial controls and compliance with municipal by-laws;
- Monitor the financial performance of the organization to ensure adherence to established operational and capital budgets;
- Maintain accurate financial records and reports including the general ledger, subsidiary ledgers, tax rolls, assessment rolls, balance statements, monthly bank reconciliations, verifying accounts payable entry, and balancing of special levies;
- Maintain accurate accounting for the collection and reimbursement of GST funds;
- Monitor financial transactions and ensure the overall financial integrity of the municipality including the collection of all receivables, preparing bank deposits and exercising signing authority in compliance with municipal by-laws; identify and take action to correct any areas of concern;
- Ensure collection of and recommend appropriate cancellation of outstanding debts;
- Maintain the payroll and benefits administration for the Municipality including verifying, processing, and completing required reports and records on payroll and benefits for all appropriate stakeholders;
- Monitor investments to ensure maximum return on available funds within acceptable investment guidelines and policy;
- Advise the Chief Administrative Officer on effective accounting and purchasing policies and procedures;
- Oversee the administration of licensing and collection of fees according to the RM of Cornwallis Aggregate Mining and Transportation by-law;
- Liaise with the Municipal Assessor on property assessments including additions and deletions to the tax rolls;
- Balance and issue annual and supplementary tax statements and tax certificates;
- Prepare and monitor annual GST recovery and PST exemptions;
- Prepare documentation for federal and provincial grants;
- Prepare school levy and debenture payments;
- Manage the Municipality's relationships with suppliers and prepare requests for tender/bid/quotations;
- Oversee reporting and collection of recycling credits; and
- Prepare the audit file and schedules for examination by the external auditors.

Responsibility 2: Facilitate and Support the Work of Council

- Inform and assist the Reeve and Council by providing information to support the development of strategic objectives and policy.
- Implement the resolutions, by-laws, policies and strategy set by Council.
- Interpret Council's intentions and identify practical opportunities for and impediments to their application.
- Prepare council meeting agenda and materials including resolutions and by-laws in the absence of the Chief Administrative Officer.
- Ensure formal written documentation and reports are prepared in support of Council related activities;

Responsibility 3: Operational and Administrative Management

- Prepare documents, by-laws, and reports as directed by the Chief Administrative Officer;
- Inform Chief Administrative Officer of required changes to by-laws and policies;

Responsibility 4: Human Resources Management

- Establish strong relationships with staff to promote cooperation, a sense of common purpose, and an atmosphere of teamwork in all Municipality business; and
- Ensure effective and appropriate communication and sharing of information, knowledge and expertise.

Responsibility 5: Public Relations

- Respond appropriately to all public enquiries and complaints;
- Establish and maintain positive working relationships with internal and external stakeholders including business leaders, community and ethno-cultural leaders including Indigenous communities, representatives of other municipal, and the provincial and federal levels of government,
- Positively represent the RM of Cornwallis to the public;
- Ensure effective and appropriate communication and sharing of information, knowledge and expertise within the organization; and
- Support the effective use of communication tools such as the organizational website, newsletters and other media for communication with all stakeholders including employees, constituents, special interest groups and the public.

Responsibility 6: Legislative and Standards Administration

- Provide advice on legal and procedural requirements related to the operations of the Municipality in accordance with The Municipalities Act and municipal by-laws; and
- Provide efficient service delivery to all constituents.

EXPERIENCE AND EDUCATION

Demonstrated equivalent skills in fund accounting, budgeting and ensuring appropriate internal financial controls is required. The demonstrated ability to take initiative in identifying opportunities for positive operational change and process efficiencies is required, as are excellent interpersonal and communication skills for working with Council, staff, and the general public. The ability to support a culture of integrity, accountability and teamwork is required. Experience working directly with an elected Board or Council is an asset, as is direct experience working in municipal government, government agency or crown corporation environment. Specific experience interpreting and administering agreements, statutes and by-laws is an asset.

A post-secondary diploma with additional education in accounting, budgeting and ensuring appropriate internal financial controls, or equivalent professional experience, is required. Education toward the completion or a desire to complete an accounting designation (CGA, CMA or CA), or the municipal administrator's certificate (CMMA from U of M) is preferred.

The incumbent must maintain a valid Manitoba Class 5 driver's license.