

# TOWN OF ROTHESAY

## JOB DESCRIPTION

TITLE: Financial Officer

STATUS: Regular Full-Time  Temporary Full-Time   
Regular Part-Time  Temporary Part-Time

DATE: January 2021

SUMMARY: Reporting to the Treasurer, the Financial Officer is responsible for accounting and financial reporting, developing and maintaining the accounting information system, and managing cash flow for the General and Utility Fund activities of Rothesay, as set out in the Local Governance Act of New Brunswick and the Municipal Capital Borrowing Act, and will ensure financial and accounting procedures are performed in accordance with standard accounting principles.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

#### 1.0 General Fund and Utilities Fund:

- 1.1 Maintains accounting system for the General and Utilities Funds' Operating, Capital and Reserve activities;
- 1.2 Manages cash flow and maintains bank accounts for the funds, and prepares monthly reconciliations to be approved by the Treasurer;
- 1.3 Prepares monthly balance sheets and monthly income statements and variance reports for Fund activities for review by Council and senior staff;
- 1.4 Prepares monthly supplementary financial reports for review by senior staff;
- 1.5 Makes General Ledger adjustments and accruals, as necessary;
- 1.6 Reconciles arena rentals summary with accounts receivable ledger and deposits;
- 1.7 Reconciles and post daily deposits;
- 1.8 Works with Treasurer to make adjustments and accruals required between the General Fund and the Utilities Fund, as necessary.
- 1.9 Forecasts and prepares annual budget with input from senior staff;
- 1.10 Prepares and provides reports annually to auditors in accordance with audit schedule;
- 1.11 Oversees accounts payable, ensuring vendor invoices include proper backup, are duly authorized and approved, coded, entered and posted into accounting system;
- 1.12 Tracks capital project expenditures, as outlined in the approved tenders;

- 1.13 Processes accounts receivable for activities relating to the Rothesay Arena, Bill McGuire Memorial Centre, building permits, tender forms, public hearings, and any other receivable that may be required through the General Fund, ensuring invoices include proper backup, are authorized, approved, coded, entered and posted into accounting system;
- 1.14 Follows up on overdue Accounts Receivable for General Fund and Utilities
- 1.15 In coordination with the Treasurer, manages finances with respect to borrowing and selling debentures through the Municipal Capital Borrowing Board as set forth under the Municipal Capital Borrowing Act
- 1.16 In coordination with the Treasurer, prepares motions from Council regarding financial issues, and borrowing and transfers between accounts;
- 1.17 Provides backup information and process claims for Federal/Provincial grant applications for capital, infrastructure or special projects;
- 1.18 Reconciles conditional grants;
- 1.19 Prepares Harmonized Sales Tax (HST) remittances quarterly for the General and Utilities funds;
- 1.20 Manages the water reading process and supervises the preparation of accounts receivable invoices for water and sewer charges;

## 2.0 Other:

Carries out a variety of other tasks that contribute to the smooth functioning of Rothesay financial management and general operations.

- 2.1 Contributes to overall performance of the organization by recommending improvements to the accounting process to the Treasurer;
- 2.2 Attends Finance Committee meetings and prepares meeting minutes;
- 2.3 Assists Treasurer with special projects as required;
- 2.4 Participates in other committees, as assigned;
- 2.5 Other duties as delegated by the Treasurer

## QUALIFICATIONS:

Key qualifications for the position include:

- Education and Experience
  - Business Administration Degree or Business Technology Diploma with CPA designation;
  - Experience in working in local government finance preferred;
- Applicable knowledge of:
  - Municipal (Fund) accounting procedures
  - Legislation governing municipal finances and taxation
  - Town financial plans and policy

- Rothesay administrative policy and procedures
- Electronic banking procedures
- General geography and organization of municipality and Province
- Skills:
  - A high level of computer literacy, with fluency in the use of MS Office programs, including Outlook, Word and particularly Excel, Sage Accounting software
  - Basic organizational and time management skills,
  - Basic verbal and written communication skills
- Abilities:
  - To manage time effectively and meet deadlines on regular basis
  - To work effectively with others and assist in developing a teamwork attitude
  - To work efficiently while giving appropriate attention to detail;
  - To demonstrate high personal standards in productivity and communications

**WORKING CONDITIONS:**

- This position will generally involve working in an office environment. Occasional attendance at meetings outside regular working hours may be required. Overtime may be required from time to time to meet deadlines. Interaction with various levels of Town personnel and occasionally with elected officials and the public will be required.

**SALARY RANGE: TBD**

***This job description does not represent an exclusive list of all duties that an employee may be asked to perform and is meant to be a general description of the job requirements. The Town may make modifications or the incumbent may request changes at any time.***

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By Employee: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_