CITY OF MELVILLE
JOB DESCRIPTION

Title: Director of Finance

REPORTS TO: **City Manager**
ESTABLISHED: October 2016
REVISED: October 2026

POSITION SUMMARY

Under the direction of the City Manager, the Director of Finance holds a key leadership position as part of the Executive Leadership Team. The Director of Finance shall manage all of the financial affairs of the City of Melville ensuring compliance to all legislative and regulatory requirements in a prudent, economical and fiscally responsible manner so as to ensure the financial stability of the City. The Director shall oversee all accounting functions including but not limited to financial statements, budget preparation, liability statements, payroll processing, utility billing, business licenses, asset management etc. The Director shall provide sound financial advice and support to Council, the City Manager and the Management Team, ensuring compliance to all policies, bylaws and procedures of Council.

SUMMARY OF RESPONSIBILITIES

- Recommend financial policies to Council.
- Implement financial policies approved by Council.
- Provide financial reporting and forecasting.
- Develop internal controls and short and long range financial budgets.
- Work in coordination with the Finance Manager to oversee all financial operations.
- Attend and participate in Council meetings, Council committee meetings and other meetings as determined by the City Manager.
- Preparation of the annual operating and capital budgets.
- Act as a consultant to Council and its committees as required.
- Prepare all financial reports and public accounts as required by The Cities Act.
- Maintain and update

KEY RESPONSIBILITIES & ACCOUNTABILITIES

1. **Manage the financial affairs of the City by:**
   - Preparation of the annual operating and capital budgets.
   - Provide City Departments with background data to assist them in preparing their budgets, to attend all budget review meetings, and prepare the final document for approval by Council.

- Prepare all financial reports and public accounts as required by *The Cities Act*.
- Coordinate the annual update of the five-year capital budget providing recommendations as necessary.
- Review expenditures against the budget on a monthly basis and provide regular quarterly reports to the City Manager and Council.
- Conduct a quarterly review of revenue and expenditures against the City of Melville's strategic plan and yearly goals and provide updates to Council as required.
- Conduct, balance and prepare all month end and annual financial transactions and reports (GST, PST, School Tax Remittances, Gas Tax Report, bank reconciliation, accounts payable/receivable, tax roll, utilities, debenture register and perform any adjustments that are required).
- Maintain schedules of debt, fixed assets, land fund assets and various tracking of inventory and prepare statistical financial reports for Statistics Canada, etc.
- Manage the City's collection of revenues and oversee the collection of all outstanding accounts including but not limited to utility billing, accounts receivable, business licenses, landfill tipping, etc.
- Research, make recommendations, or assist in the preparation of all financial policies, bylaws and procedures to ensure they are up to date, compliant and competitive; i.e. purchasing, mill rates, special levies, utilities, fees, penalties and other applicable areas.
- Oversee the assessment roll and maintain a strong working relationship with SAMA.
- Oversee grant programs (SIGI, New Build Canada Fund, etc.) including researching, application, and monitoring of grants in the best interests of the City.
- Coordinate, prepare and participate in internal and external audits.
- Prepare various financial statements, reports and forecasts and Annual Reports as required.
- Provide financial and technical advice to Council committees as required.
- Maintain an adequate up to date sub ledger of all capital works projects.
- Review all financial processes and procedures on an annual basis, recommending changes to the City Manager and/or Council for improvements as required.
- Invest the municipality's money in accordance with *The Cities Act* and sign, exchange or transfer securities on behalf of the City.
- Advise Council of any necessary fiscal changes due to the annual auditor's report.
- Maintain an up to date inventory for all City owned or leased vehicles, machinery, equipment, and fixed assets including the Tangible Capital Assets report.
- Oversee and assist departments in developing and maintaining preventative maintenance and asset management and replacement programs.
- Maintain insurance files, premiums and an up to date insurance portfolio/policy which includes a review of the valuation report each year, filling out insurance questionnaires and distributing the expense appropriately.
- Prepare, submit, and maintain all insurance claims including the administration of Provincial Disaster Assistance Program (PDAP) submissions, records and correspondence.
- Maintain up to date records of long term debentures and short term loans.
- Maintain, administer and oversee input of data into municipal software (VADIM) programs, including coordinating training for staff in regards to VADIM, and keeping the system updated and backed up to ensure complete historical records are maintained.

2. **Provide administrative support and assistance by:**
    - Prepare information for Council agendas and attend Council meetings as required.
    - Research and prepare reports as requested for the City Manager.
    - Maintain current knowledge of legislation and its impact on municipal operations.
    - Complete special assignments as directed by the City Manager.
    - Sign documents on behalf of the City as delegated by the City Manager.
    - Represent the City at various meetings and functions as required.
    - Develop and maintain a strong network of financial resources in municipal and provincial government.
    - Other duties as required or requested by the City Manager.

3. **Works with Management Team, appropriately delegating work and makes recommendations to the City Manager in regards to the hiring and releasing of staff.**
    - Supervise administrative and financial support staff and direct reports, providing on-going encouragement and serving as a strong role model.
    - Recommend the hiring and termination of finance staff.
    - Oversee the assignment of staff schedules and workloads.
    - Establish performance standards and monitor employee performance.
    - Audit work performed by financial staff regularly to ensure compliance to all policies, procedures and that legislative requirements are being met.
    - Coach and ensure that staff practices quality customer service.
    - Set clear, results-oriented goals with realistic and measurable outcomes.
    - Provide staff with on-going and appropriate training and assist staff within the department to develop the necessary skills to be successful within the organization.
    - Support and encourage initiatives within the financial services department.
    - Provide regular, appropriate and constructive feedback and performance evaluations to direct reports.

4. **Other duties as required.**

KNOWLEDGE

- An in-depth knowledge of financial management in local government.
- Outstanding knowledge of accepted Canadian Accounting principles, *The Cities Act* and all applicable legislation.
- Strong investment practices, financial planning and forecasting as well as proficient in conducting internal audits and ensuring proper controls.
- A demonstrated knowledge of working with boards and/or committees.
- Municipal financial software applications and databases.
- Knowledge of grants and other funding sources.
- A comprehensive knowledge of computer operations as they relate to financial and administrative operations within a municipality.

SKILLS

- The ability to establish, analyze, and audit financial records is essential.
- Ability to prepare clear and concise reports for presentation to Council and the Management Team.
- Demonstrated skill in leadership.
- Effective time management skills in order to meet deadlines.
- Strong interpersonal relations and the ability to deal with difficult situations with tact and diplomacy to ensure consistent application of policies/procedures and bylaws.
- Ability to deliver quality customer service.
- Strong verbal and written communication skills.
- Ability to work effectively with other senior staff and elected officials.
- Advanced skills in Microsoft Office; specifically Microsoft Excel.

EDUCATION AND EXPERIENCE

Required

- A commerce/business or management degree/certification with a major in accounting or finance along with a minimum of five years' directly related experience in progressively more responsible positions. Lower experience levels may be considered where an individual possesses a recognized accounting designation.
- A professional accounting designation (CPA, CMA, CGA) considered an asset
- Three to five years previous experience in a municipal government setting

Desired

- Local Government Administration or other related course work in municipal government operations and financing.
- Formal training in computer operations, information systems, project management and general office administration.

Other:

- Must maintain a clear criminal record check and be bondable.