

DIRECTOR OF FINANCIAL SERVICES

Job Requirements

- Requires graduation from a four- year university program and attaining a Chartered
- Accounting professional accounting designation.
- Knowledge of legislation and regulations pertinent to the financial function.
- Sound knowledge of computer and automated accounting systems and report writing.
- Preference minimum of seven years experience in a related municipal/financial environment.

Listing of Duties

1. Under the direction of the Chief Administrative Officer, the Director of Financial Services is responsible for the operation of the financial operations of the Town of Kingsville, providing cost benefit analysis of services and purchases, cash flow management, research and completion of various grant applications.
2. Directs in coordination with the C.A.O., the development and preparation of policies, procedures and systems necessary to ensure that effective controls are in place to protect financial affairs of the municipality.
3. Develop and coordinate, in conjunction with the C.A.O., the budget process and schedules for all departments in the municipality, including the monitoring of capital and working reserve funds.
4. Monitor, in collaboration with the C.A.O. and Department Managers, the budgets approved by Council.
5. Provides advice, reports and assistance to Council, C.A.O. and Department Heads regarding financial issues as they may affect the operation of the municipality.
6. Responsible for providing direction and supervision of employees in the municipal Financial Services Department.
7. Ensures that all required insurance coverage is in place for the municipality.
8. Ensures that the Financial Information Returns are submitted to the Province of Ontario and that the Performance Measures Returns are completed in conjunction with the C.A.O.
9. Ensures that the municipality's Financial Information Systems and software programs are kept up-to-date including employees.
10. Ensures that the payroll function of the municipality is operating in an efficient manner.
11. Prepare draft Financial Statement with notes.
12. Performs all other duties as required under the *Municipal Act* and other duties as assigned by Council or C.A.O. Attend Council meetings as required.