

**County of Lambton
Position Description**

Position Title: Finance Coordinator

Division: Finance, Facilities
and Court Services

Group: Non Union

Immediate Supervisor: Manager, Divisional Support Services

Position Summary

Provides financial advice and expertise to assigned County Divisions and their Departments and ensures all external financial reporting obligations to various Provincial/Federal partners are completed and submitted within expected deadlines. Supports the development of assigned departmental budgets and analyzes performance and variances at Quarterly intervals. Performs internal audit duties and other financial functions as directed by the Manager, Divisional Support Services.

Job Duties and Responsibilities

Financial Analysis:

- Provides coordination, direction and advice to division Managers regarding completion and analysis of budgets, forecasts, variance reports, year-end closes (both County and Funding Partners), cost allocations, revenue recognition, adherence to G.A.A.P. and compliance with County's financial policies
- Identify deficiencies, opportunities for enhancements and make recommendations on accounting and financial policies, procedures and controls consistent with County policies and relevant regulatory obligations

Audits:

- Perform audits of accounting data prepared by the divisions as directed by the Manager, Divisional Support Services
- When irregularities in administrative, accounting and operating systems and corporate procedures in the service provision activities of departments within a division are found, initiate corrective action and follow up to confirm compliance

Budgets:

- Act as liaison for Divisional Support Services and divisional General Managers, Managers and Supervisors with budgetary responsibilities supporting the preparation of the County's Annual Budget
- Ensure that Managers and Supervisors with budgetary responsibilities prepare data and complete schedules required for the County's annual budgeting process on time and in appropriate detail
- Review data and completed schedules to determine reasonableness. Recommend changes, explaining why necessary, whenever data and completed schedules are determined to be unreasonable

- Verify that Ministry documents including subsidy claims, annual program expenditure reconciliation, service agreements, quarterly financial statistical reports and year-end settlements are complete

Variance Analysis:

- Act as liaison for Divisional Support Services and divisional General Managers, Managers and Supervisors with budgetary responsibilities supporting the preparation of the County's Budget Variance reporting
- Prepare analysis to ensure Managers and Supervisors with budgetary responsibilities complete Quarterly Exception Reports and Fiscal Forecast on time and provide appropriate reasons for variance
- Verify that data entered in the quarterly reports accurately projects a department's year-end position. Provide guidance and effect necessary changes whenever projections are deemed unreasonable

Software Implementation:

- Serve as financial expert during software implementation of county-wide financial systems (e.g. Maximo and FMW)
- Develop training manuals, provide end-user training and support for the permanent county-wide financial systems (e.g. Icity, Maximo and FMW)
- Act as financial expert for assigned software (e.g. ICity, Maximo, and FMW)
- Conduct systems analysis and functional reviews of financial system components in order to identify weaknesses and security issues

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: None

Indirect Supervision: None

Functional Authority: Provides direction, consultative services and advice on financial issues and services to the Corporation

Credentials Required

Minimum Formal Education

- A University degree and Accreditation as a Chartered Professional Accountant (C.P.A.)

Experience

- A minimum of 4 years' experience in a financial environment, preferably in the Municipal sector
- Knowledge of generally accepted accounting principles and Public sector auditing and accounting principles
- Good organizational and communication skills along with excellent attention to detail required

Please visit our job board at www.lambtononline.ca/jobs and search for posting FINAN005246 to apply. Posting closes Monday, November 18, 2024 at 11:59 pm.