



## Director of Finance – MD of Lesser Slave River

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### Position Responsibilities

As a key member of the leadership team, the Director of Finance collaborates with the Chief Administrative Officer (CAO), and other Operational, Assistant Directors and staff to move strategic priorities adopted by Council, forward, while safeguarding the assets of the Municipal District through Accurate, Effective and Efficient service provision through current and innovative Bylaws, Policies, Practices, and processes.

Reporting to the CAO or designate in the absence of the Director is accountable for the management, direction, and supervision of assigned departmental operations, including staffing resources and operational assets of the Municipal District. As the senior manager of the various assigned departments, the position performs activities including short- and long- term planning and budgeting, coordination, and executing the Municipal District's service provision in Finance, ensuring service levels are allocated as set by Council and Senior Leadership strategic plans and legislative responsibilities that are fair and equitable for area residents.

This leadership role requires an active, knowledgeable, engaged, and hands-on innovative mentorship style of leadership, whose professional practical municipal skills will provide the basis of the successful director and management of the assigned department. The director will encourage and develop positive relationships with other MD administration leaders, various user groups, and execute functional tasks as required. A commitment to continuous improvement (self, department, team, and organization) is vital.

Creating Sustainable Financial plans for the MD as a whole.

### Specific Accountabilities

#### Leadership:

Provides effective leadership and mentorship to the staff of the Finance Department by ensuring that financial deliverables are accurately completed on time by confident and capable staff.

Serves as the key financial liaison with governments, regulatory agencies, grantors, financial institutions, auditors, assessors, and other municipalities, as required and insure related timely and accurate provision of information to these entities.

Fills the role of Finance/Administration Section Chief with roles and responsibilities identified in the *Lesser Slave Regional Emergency Management Plan*.

Systematically reviews finance policies, by-laws, business practices, strategies, and administrative guidelines so they remain current, relevant, and in compliance with applicable legislation and practice and makes recommendations for continuous improvement.

Serves as an advisor to the Chief Administrative Officer or as a prepared team member on projects, initiatives, cross departmental activities, and continuous improvement by considering internal and external environments, policy, best practices, value, including net present value analysis, what-if analysis, etc., to provide alternatives, implications, and potential solutions to advance matters.

May be called upon to act as the Chief Administrative Officer in his or her absence or other duties upon request



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### Reporting:

Responsible for the fair presentation of the MD's and the Lesser Slave Lake Regional Waste Management Services Commission's (LSLRWMSC) external financial reporting in accordance with Canadian generally accepted accounting principles. This includes the timely and accurate compilation of working papers, support documentation, schedules, financial statements, special information reports, and financial information returns for audit.

Responsible for timely and accurate financial, statistical and grant reporting to external agencies such as the CRA, GOA (Municipal Affairs, Emergency Management Agency), other granting agencies and parties to agreements when required.

Provides timely financial information reports and monthly operational updates to the Chief Administrative Officer, directors and the LSLRWMSC Manager.

Presents financial, strategic and other information during council meetings, public engagement and other forums as required.

### Accounting/Processing:

Control of the financial accounting systems, related interfaces, and general ledger approvals along with higher order accountancy and compilation form part of the Director's daily work.

Ensures controls and authorities are in place and functioning for all processes managed and for balance sheet items.

Monitors and provides reports on the MD's encumbrance and procurement systems – more specifically stewardship of MD purchase orders and service agreements.

Ensures cash management, accounts receivable, and investment practices are according to MD policy and provincial legislation.

Ensures monthly reconciliation of all balance sheet categories so accounts are supported by source statements, subsystems, asset and debt registers, and in the case of waste, utilities, and taxation, the volumes and assessment changes from related systems.

Ensures grant reporting is maintained such that grants can be recognized on a monthly basis and required compliance reporting is provided to grantors upon initiative/project completion.

Maintains operating, capital, and reserve funds completing transfers on a monthly basis as estimated by the MD budget; further, related changes to the balance sheet are also maintained.

Undertakes statutory preparations associated with debt financing when borrowing is authorized by MD or LSLRWMSC.

Ensures safekeeping of instruments and documentation (e.g. bonds, deposits, securities, letters of credit, insurance policies, etc.). This includes financial software and hardware used by the Finance Department and information kept in corporate safety deposit boxes.

Complies with tax recovery processes by ensuring that training, appointments, documentation, and support administration related to the appeal processes are maintained by the Municipal District.

### Budget:

Ensures the orderly scheduling and compilation of the annual and multi-year MD operating and capital budgets, supporting staff with needs analysis, budget development and preparation of decision papers that constitute changes to base budget amounts.

Ensures the orderly scheduling and compilation of the annual operating and capital budgets of the LSLRWMSC for the Commission Manager.



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Benchmarks, projects, estimates, and makes recommendations with respect to budgetary financing to the Chief Administrative Officer.

Ensures policy, commitment, and legislated items are captured in budgetary processes.

Upon adoption by MD Council or by the Commission Board of the LSLRWMS, prepares all necessary follow-up documentation, system updates, and distributes the approved budget to MD and LSLRWMS users.

Prepares annual mill rate by-law.

Prepares supplemental information to accompany assessment and tax notices and for MD publications.

### Education and Certifications

- Post secondary education in Management, Administration, or Finance – *Required*
- Professional accounting designation – *Required*
- Municipal Governance Certificate or training – *Required*.
- Advanced level leadership development training – *Asset*
- Valid Alberta Class 5 Driver's License – *Required*.
- ICS 100,200,300 – *Asset*

### Abilities and Experience

- Minimum 5 years' experience in a senior leadership role – *Required*
- Experience leading in an organization that is run by a board of directors or body of elected officials – *Asset*
- Proficiency with computers and Microsoft Office programs, with the ability to independently create and edit a variety of documents and spreadsheets – *Required*
- Experience working with the Alberta Municipal Government Act (MGA), environmental legislation and other related legislation – *Required*
- Superior social, communication, and relationship management skills – *Required*
- Ability to work well under pressure, individually and as part of a team – *Required*

Applicants can email their resumes to **Recrutement@mdlsr.ca** with **FDIR-2025** as the subject. Only qualified candidates will be invited for an interview.

Salary range is dependent on education and experience. \$129038.29 - \$169797.48 per annum.