

JOB DESCRIPTIONS - APPENDIX

POSITION: Chief Finance Officer

REPORTS TO: Chief Administrative Officer

SUBORDINATE POSTION: None

SUMMARY OF FUNCTION:

Under the direct supervision of the Chief Administrative Officer, this individual acts as:

- Chief financial officer for the Town of Onoway
- Assist the Administrative Assistant with East End Bus Society and Onoway Public Library Financial issues when needed.
- Assist Municipal Clerk with posting of cash receipts, misc. charges, adjustments to water and sewer etc.

TASK DESCRIPTION

General Financial Management:

- Maintains all financial accounts and records for the Town of Onoway.
- Maintains 3 year Operating and 5 year Capital Budgets;
- Prepares financial reports on a regular monthly schedule;
- Coordinate quarterly G/L review process;
- Ensures all revenues of the Town are collected and controlled;
- Ensures all financial accounts and records are accurate, and the general ledger and all subsidiary ledgers are balanced;
- Maintains electronic banking systems (set up, processing, and maintenance);
- Works closely with the CAO and other staff to prepare the annual budget, inputs approved budget data into the financial system;
- Prepares accounts payable invoices for payment (matches purchase orders to invoices, codes invoices, and produces cheques and payables reports and files)
- Prepares monthly bank reconciliation
- Prepares monthly financial statements for Council review;
- Prepares quarterly GST returns and annual WCB, RPP, AIR, SIR, AIMS;
- Reviews and balances account and prepare any correcting entries in preparation for the annual audit.
- Works with auditor with respect to an annual audit and reviews the draft statements with CAO and jointly makes recommendations, queries, and/or preliminary approvals to Auditor.
- Assist Grant Co-ordinator to ensure financial reports (SFE's) for all grant funded programs and projects are required;
- Prepares any other financial reports as required or requested by the CAO or Council;
- Capital Project Tracking system funding;
- Month End Procedures and Year End Procedures as per software provider.
- Assist FCSS and Fire Services Co-ordinator to ensure numbers are in balance.

Taxation and Assessment:

- Receives annual assessment data from Assessor and enters data into financial system;
- Balances assessment data into financial system with data on assessors' reports;
- Enters mill rates into financial system and balances tax levy totals the budget.
- Prepares tax rate bylaw
- Prepares and runs annual tax notices;
- Manages tax recovery process (including notifications, tax repayment agreements, and tax sales).
- On line land searches through SPIN
- Prepares and posts adjustments to tax and utility accounts
- Tax recovery processes and procedures

General Accounts Receivable:

- Prepares Accounts Receivables invoicing;
- Prepares and posts adjustments to General Accounts Receivable;
- Prepares monthly aged general accounts receivable reports;
- Sends out reminder letters as necessary.

Accounts Payable:

- Prepares Accounts Payable invoicing for payment (matches purchase orders to invoices, codes invoices, and produces cheques and payable reports and files);
- Prepares and posts adjustments to Accounts Payable;
- Prepare monthly aged accounts payable report;

East End Bus Society:

- Assists Administrative Assistant with preparing reports annual for accountant to prepare yearend financial statements.

Onoway Public Library:

- Assists Administrative Assistant with preparing annual reports for accountant to prepare yearend financial statements.
- May attend Onoway Public Library meetings and be the Liaison between board and library staff.

Miscellaneous Responsibilities:

- Assists with receptionist duties as required;
- Assists with municipal elections as required;
- Performs other related duties as required;
- Other duties as assigned.