

**TOWN OF TWO HILLS  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Municipal Finance Officer</b>
REPORTS TO:	Chief Administrative Officer
SUBORINATE POSITIONS:	Accounts Clerk, Utilities Clerk, STEP – Inside Worker

**POSITION SUMMARY:**

Municipal Finance Officer, a senior management position is responsible for all municipal accounting and treasurer's functions and has supervisory responsibilities for the Town office staff in the absence of the C.A.O.

**DUTIES AND RESPONSIBILITIES:**

1. Directs the preparation of municipal operating and capital budgets. Provides assistance and advice to other staff as requested.
2. Ensure that the municipalities' assets are invested wisely. Provide advice to CAO and Council on any changes in investments.
3. Ensure appropriate financial controls are developed. Advises CAO of any changes necessitated by the Auditor's report.
4. Develop appropriate reports of the current and projected financial condition of the Town (e.g. regular variance reports for the CAO and Council).
5. Trains and supervises, in conjunction with the CAO, all assigned staff within approved personnel policies.
6. Directs payroll function and responds to inquiries.
7. Supervises all accounts receivable and payable records for the Town.
8. Maintain control over water and sewer ledger.
9. Sends out invoices for accounts owing including assessment and tax notices.
10. Prepares in conjunction with the CAO all grant application(s) for submission by the CAO.
11. Prepare monthly payroll for all Town employees.
12. Maintain an up-to-date inventory of all Town owned equipment, fixed assets, office equipment/furnishings as well as a vehicle inventory for all units leased or owned. Inventory is to be physically verified at least once per year.

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13. Maintains responsibility for safekeeping of all official documents, bylaws and correspondence of the Town; maintains the bylaw register and acts as custodian of the corporate seal.
14. Directs the preparation of specifications and assists in the evaluation of tenders for general insurance. Ensures maintenance of insurance policies and supervises submissions of claims.
15. Issues all cheques and ensures proper audits are carried out.
16. Acts as CAO during his/her absence.
17. Carries out other related duties as directed by the CAO.

**EDUCATION AND EXPERIENCE REQUIRED:**

1. Grade 12 education;
2. Minimum of three (3) years' experience in a municipal government setting;
3. Outstanding verbal, and written communication skills;
4. Demonstrated experience in a municipal setting in finance, budgetary preparation, and management;
5. Computer literacy;
6. Ability to function, and work in a fast-paced environment demanding multi-tasking skills;
7. Excellent client relation skills.