

# Municipality of Yarmouth

## Job description

<u>Position Title:</u>	Finance Officer
<u>Designation:</u>	full time, permanent, 6 month probation
<u>Reports to:</u>	Director of Finance
<u>Hours of Work:</u>	Four days per week, 8:00 – 5:00
<u>Salary Range:</u>	58,044 – 90,693

Job Summary: The Finance Officer is responsible for payroll functions, and accounts receivable / payable functions.

The Municipality of Yarmouth values and recognizes the importance of professional development and continuous growth for its employees, not only in empowering individuals but also in moving the entire organization forward.

Health and Safety is everybody's responsibility. The Municipality of Yarmouth values the safety of its employees and therefore requires all employees to follow safety protocols in the Joint Occupational Health and Safety program. Employees may serve on the Joint Occupational Health and Safety Committee.

As employees of MODY we are collectively responsible for providing a work environment that is free of workplace violence and harassment; where individuals are treated with dignity and respect; and that is safe. Maintaining a safe, respectful, professional and harassment-free workplace is everyone's responsibility. Policies guide our standards and expectations in these areas as we fulfill the duties of our positions.

### Specific duties and responsibilities:

- Prepare bank reconciliations and review bank deposits
- Assist in preparing for year-end audit
- Administer payroll and all federal/provincial reporting/remitting requirements, including WCB requirements
- Prepare HST reports/remittances
- Oversee non-tax receivable invoices
- Act as Group insurance and pension plan administrator
- Assist Director of Finance in report preparation and financial analyses as required, including the maintenance of financial programs such as Water Supply Upgrade Lending Program, PACE, Marketing Levy, and others
- Mentor and oversee activities of the Accounting Clerk position
- Assisting and supporting in the financial components of grant application submissions and reporting

- Recommend and where approved, implement innovative and contemporary best practices to improve efficiency of financial processes
- Participate in job specific and organizational specific training as required
- Other duties as assigned by the Director of Finance

Working environment:

- Working at a desk
- Working on a computer
- Some travel required
- Fast paced work environment
- High volume of transactions
- Work collaboratively with other team members

Qualifications:

- Grade 12 academic or equivalent
- Accounting diploma from Community college or degree in a business administration program, (focus on accounting would be an asset)
- Minimum 2 years' experience in accounting and payroll administration functions using computer applications preferred
- Must be bondable

I have read and understood the above job description and I am capable of performing these duties and responsibilities. I understand that this job description is meant as a general guide and not meant to include every duty or responsibility that I am asked to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

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Employee name

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Signature

\_\_\_\_\_  
Date