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POSITION:	FINANCE ASSISTANT
Department:	Finance
Reports to:	Treasurer/Director of Finance

POSITION SUMMARY:

Reporting to the Treasurer/Director of Finance, the Finance Assistant will work on the following major projects during employment: Performance Measures Reporting; PSAB Policy and Procedures and Inventory Review; Finance Policy Organize; Assist in Long Term Financial data collection and Computer Technology Training. At the end of the work term, it is expected that a plan will be in place for each of these projects to review and set up a schedule for review on a regular basis.

DUTIES AND KEY RESPONSIBILITIES:

Performance Measures Reporting

- Update the data and prepare Performance Measures report required for reporting to the Province.
- Update report for the public with Performance Measures Prepare a regular report to Council;
- And collect data and prepare a report to be used for budgeting and operational reviews on additional Performance Measures above the minimum legislative requirements.

PSAB Policy and Procedures and Inventory Review

- Update documentation of all current data collection systems and policies;
- Prepare a workflow of all data being collected to the reporting phase and use of information (includes interviews with staff as to collection methods and needs for the use of the data);
- Make recommendations to simplify, centralize and reduce duplication in data collection by understanding all systems and requirements for financial statements, insurance and internal use requirements.

Financial Policy Review

- Review and organize all Finance Policies and procedures and assist with documenting updates on policies and procedures.

Long Term Financial Planning

- Assist with collection of data required for long term financial needs of the municipality.
- Assist with preparation of reports for Council and Directors use in long term financial planning.

Computer Technology

- Schedule software training sessions on various software used in municipality;
- Review comments and feedback from software training sessions;
- Review of software used and document current use and future needs and
- Prepare long-term plan to keep software training needs of staff up to date with technology changes.
- Assist in preparation of hardware Request for Proposal.

KNOWLEDGE

- High School Graduation Diploma plus enrollment in a Business Administration Diploma/Degree program in Accounting or Finance through College or University is required;
- Full-time enrollment at an educational institution during preceding academic year
- Will be returning to full-time enrollment at an educational institution for upcoming academic year;
- Preference would be given to candidates with Municipal experience or those who are in the process of attaining education through a professional accounting designation program such as Certified General Accountant or Certified Management Accountant or Certified Accountant; and
- Valid Class G Driver's License, access to a vehicle and a clean abstract.

SKILLS AND ABILITIES

- Minimum of three years of experience working in a computerized accounting setting preferably in a Municipal environment; familiarity with Municipal financial legislation and PSAB standards would be an asset;
- Proficiency with computers and office equipment, including spreadsheet, word processing and data base software is required;
- Technical skills in project management, research techniques, problem solving and organization are required;
- Excellent verbal and written communication skills are required for communications with internal and external contacts; and
- Valid and satisfactory Criminal Background Check.

WORKING CONDITIONS:

- Office environment;
- Requires proficient use of Office equipment such as Computer, Printer, Facsimile and Microsoft Office software;
- Requires some travel;
- Excellent verbal and written skills and strong interpersonal skills;
- Excellent computer skills particularly in Excel, PowerPoint, Word, Access, Outlook and the Internet; and
- Ability to work quickly and accurately under pressure to meet deadlines.

KEY PERFORMANCE COMPETENCIES:

- Responsible for providing timely, accurate advice to the Treasurer/Director of Finance and other staff on matters relating to the duties of the department; and
- Decisions pertain to the conformance of asset management to Public Sector Accounting Standards and Municipality of Trent Hills Asset Management Policy.