



Town of Carman

POSITION TITLE: Chief Financial Officer

REPORTS TO: Chief Administrative Officer

SUBORDINATE POSITIONS: Accounts Officer/Receptionist

POSITION SUMMARY: Responsible for all financial and administrative duties pertaining to the Town of Carman, including budgeting, financial planning, investments and policy advice to the Chief Administrative Officer and Council. In addition, supervises accounting functions for the Town of Carman.

DUTIES:

- Strategically manage the fiduciary affairs of the Town, continuously seeking improvements in the way the Town's finances are controlled and monitored.
- Coordinate and prepare annual and long range operating and capital budgets.
- Approve invoices for payment, oversees payroll and monitor all department expenditures, ensuring compliance with approved budgets
- Prepare monthly and annual financial statements
- Liaise with municipal services officers, local government and other government departments/agencies as appropriate.
- Develop and maintain appropriate management information and records systems.
- Ensure municipal assets are invested in accordance with the investment policy and guidelines, make recommendations pertaining to changes in investment strategies.
- Ensure appropriate financial controls, policies and procedures are developed and advise Chief Administrative Officer and Council of any changes necessitated by the Auditor's Report.
- Develop appropriate reports on the current and projected financial conditions.
- Supervise and direct clerical staff including staff training and development.
- Evaluate all permanent and casual direct reports. Participate in appointments, promotion, demotion and dismissal of staff within established personnel policies.
- Oversee property tax system and ensure appropriate collections and controls are in place.
- Develop, prepare and manage major capital projects including collecting funds and financial reporting.
- Perform related duties as requested by the Chief Administrative Officer and/or Council.



REQUIRED SKILLS, QUALIFICATIONS AND TRAINING:

- Experience with and working knowledge of Municipal Accounting methods.
- Experience in the preparation of financial reports, annual capital and operating budgets within a municipal organization.
- Experience with municipal by-laws that are in compliance with the Municipal Act or other relevant legislative authority.
- Practical knowledge and experience in computer systems for business and municipal applications.
- Ability to recommend and administer investment strategies.
- Understanding of municipal planning
- Demonstrate ability to lead a team specializing in finance.
- Strong background with payroll and benefit applications.
- Ability to effectively communicate both verbally and written, and able to relate to and work well with a dynamic and diversified Council, staff and community.
- Ability to interact effectively with staff, public, elected and appointed officials.
- Possess a high level of self-motivation and adaptability.
- CGA/CMA/CA designation desirable
- Post-secondary education in business, accounting or related field would be beneficial.
- Certificate in Manitoba Municipal Administration (CMMA) or equivalent combination of training and experience is desirable



May 28, 2024

Town of Carman has a population of approximately 3250 and is geographically located in South-central Manitoba. The community has a rich history and culture, affordable real estate and is surrounded by some of the most fertile land in Canada. Carman citizens are innovators, growers and skilled trades people who are eager to pursue new opportunities in business, agri-business, manufacturing and technology.

Reporting to the Chief Administrative Officer, the Chief Financial Officer will serve as custodian of the revenues and securities for the Town. This includes being responsible for the daily processing and collection of receipts, accounting functions such as preparation of journal entries for accounts payable and receivable, payroll, processing financial reports and maintaining files and records. In addition, the incumbent will administer the tax collection function through effective and timely billings, collection and management of the Town's property taxes and will prepare and compile the annual budgets.

The position will also maintain and analyze the capital asset records in accordance with the Public Sector Accounting Board Standard for Tangible Capital Assets and provide input on operating procedures and policies. The Chief Financial Officer will provide supervision and direction to those staff assigned to the accounting and clerical activities.

Candidates are expected to have a thorough knowledge of accounting acquired through a university degree in business accounting, through a professional accounting program (CA, CMA or CGA) or through related experience and training.

Other preferred qualifications include:

- a minimum of five years related experience, with a strong understanding of accounting principles
- experience preparing financial statements and reconciling complex ledgers
- experience recording and tracking tangible capital assets
- municipal (public sector) accounting, budgeting and auditing is preferred
- advanced skills in Excel, PowerPoint, Word and other Microsoft programs
- experience with municipal software would be an asset
- excellent analytical and organizational skills
- demonstrated supervisory experience and ability to work effectively with minimal supervision
- ability to communicate with tact and discretion, both verbally and in writing, when dealing with municipal officials, members of the public and other employees
- graduate of, or enrolled in, the Manitoba Municipal Administration Program would be an asset
- knowledge of applicable provincial statutes as it relates to municipalities is desirable



The salary will be competitive with a comprehensive benefits package. Please submit your resume and cover letter detailing how your experience and qualifications meet the requirements. We thank all that apply however, only candidates selected for an interview will be contacted. The position will remain posted until filled. The candidate being considered will be required to undergo a Criminal Record Check.

Susan Stein, CMMA, CLGED
Chief Administrative Officer
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