

Job Description

Finance Coordinator

Job Title:	Finance Coordinator
Job Type:	Full-time; Salaried (up to 35 hours/week)
Reports To:	Finance Manager/Treasurer or their designate
Direct Report:	

Job Purpose

Under the general direction of the Finance Manager and Chief Administrative Officer (CAO), the Finance Coordinator will work within the finance department to maintain accounting records and other financial affairs of the District. The incumbent will be responsible for work related to accounts payable, accounts receivable, payroll administration, and other accounting functions.

Duties and Responsibilities

The following are the primary job duties and responsibilities of the Finance Coordinator. The following statements are intended to describe the nature and level of work being performed but may not be an exhaustive list of all the duties and responsibilities required for the position. Other duties and responsibilities may be assigned by the Finance Manager as needed.

- Assistance with regular accounting functions including accounts payable, accounts receivable, infrastructure claims and reports, capital contribution accounting, payroll, bank reconciliation, tax rebate claims and other accounting functions as assigned.
- Assistance with budgeting, preparation of working paper files, and preparing financial reports.
- Maintaining both digital and physical filing systems while ensuring proper records management procedures are followed.
- Answering phones, attending walk-ins, taking payments, and other reception related duties.
- Other duties as assigned.

Qualifications

The minimum qualifications required to successfully perform the job are as follows:

- Completion of a post-secondary degree or certificate in Accounting or Business Administration is considered an asset
- 1-2 years of accounting experience, with a preference for municipal finance experience.
- An equivalent combination of education and experience may be considered.

The following job certifications, diplomas or memberships are also required to perform the job:

- Valid, Class 5 New Brunswick Driver's License.
- Criminal Record Check.

Knowledge, Skills, and Abilities

The following knowledge, skills and abilities are required:

- Knowledge of the principles and practices of municipal finance and experience operating Town Suite software considered an asset.

- Proficiency in manual and computerized accounting techniques and systems, and office software applications.
- Superior interpersonal and communications skills.
- Establish, maintain, and promote friendly, cooperative, and productive relationships with district staff, other government agencies, auditors, elected officials, and the public.
- The ability to implement and evaluate information and technology systems for effectiveness and efficiency.
- The ability to resolve conflicts among staff, residents, and other stakeholders.
- The ability to apply judgement to determine what issues need to be escalated.
- Ability to cope with multiple priorities and organize work to ensure timely, accurate completion of tasks necessary to fulfil team and district goals.
- Commitment to maintaining an elevated level of confidentiality.
- Meticulous attention to detail and accuracy
- Ability to work well independently and as a part of a team.

Working Conditions

- In an office environment the work involved sitting for extended periods at a workstation and significant computer screen time, high attention to detail, frequent interruptions, and telephone/personal interactions with members of the public.
- Work involves meeting deadlines for billing, meetings, and budgets. Some meetings may occur after normal working hours.
- May encounter unpleasant members of the public.

Hours of Work

The incumbent is required to work Monday through Friday. Schedules are determined by the needs of the District which may include occasional weekends and/or statutory holidays if deemed necessary by the CAO.

Certification and Approval

Employee and Supervisor Certification

I certify that I have read and accepted the duties and responsibilities assigned to this position. _____ Signature (Employee) _____ Printed name _____ Date	I certify that this job description is an accurate description of the duties and responsibilities assigned to this position. _____ Signature (Supervisor) _____ Printed name _____ Date
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Approved by Chief Administrative Officer:	
Printed Name:	
Date:	