

# Village de St Pierre Jolys (last updated January 10, 2023)

## Finance Administrator

The Finance Administrator provides support to and sometimes acts in the capacity of the CAO for the Village de St Pierre Jolys. This position reports to the CAO.

The Finance Administrator implements and delivers programs and services that are approved by the council and directed by the CAO.

The Finance Administrator provides information to the CAO and council as needed as well as outstanding customer service to all citizens, businesses and visitors.

### Core Finance Administrator Duties and Responsibilities:

- Under the direct supervision of the CAO, responds to tax inquiries and other financial questions
- Attends meetings with the CAO as directed
- Performs payroll duties and provides up to date information on all leave credits and personnel information to CAO
- Performs accounts payable as directed by CAO
- Ensures that all the by-laws, resolutions and records of the village are filed in accordance with the requirements of the legislation and available for viewing.
- Recommends to CAO new initiatives, changes to programs/services, or changes to the organizational structure that will improve efficiency or service delivery.
- Answers public requests, inquiries and or complaints, ensuring a high standard of service to ratepayers and citizens and keep CAO informed of such
- Responsible to assist the CAO in the upkeep of plans, policies, programs, by-laws and regulations established by elected officials and by various provincial statutes.
- Makes the necessary arrangements for bookings and registrations for hotels, meetings, seminars etc.
- Works closely with the CAO to prepare the annual financial plan and keeps up to date on all financial records
- Prepares documents and reports and works with auditors
- Manage Option Pay credit card system
- Maintains inventory of office supplies
- Some cash handling required.
- Provides telephone and front office reception services
- Preparing correspondence, documents & reports
- Assists with the postings for job opportunities
- Other duties as assigned

### Skills and Competencies:

**Technical skills** – knowledge of municipal administration. Proficient in the use of core business software, i.e., Microsoft Suite and online tools such as All-Net. Knowledge of bookkeeping and management of financials.

**Communication Skills** – ability to express themselves clearly and respectfully in conversations and interactions with public, co-workers and all levels of government

**Analytical and Problem Solving Skills** – ability to tackle a problem by using a logical and systemic approach; anticipate the implications and consequences of situations and take appropriate action;

**Leadership Skills** – ability to work co-operatively with others to produce innovative solutions;

**Managing Change Skills** – ability to demonstrate support for innovation and for organizational changes needed to improve the municipality's effectiveness; initiate, sponsor and implement organizational change; and help others to successfully manage organizational change.

**Goal- Oriented Skills** – ability to focus on the desired result. Seizes positive opportunities that will benefit the Village.