



# City of Spruce Grove Position Description

Department: Corporate Services

Position Title: Chief Financial Officer

Section: Finance

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## The Reason for Submission of this Position Description:

- Update of current position.
- Re-classification - Significant amount of new responsibilities have been added/changed or deleted to the existing position.
- This is new position approved in the Corporate Plan.

## Section I - POSITION PROFILE

Position Title: Chief Financial Officer

Position Number: 4400001-0100      Reports to Title: General Manager of Corporate Services

Career Path     Business Support       Technology & Leadership       Professional & Management

## Section II - POSITION SUMMARY

### Position Summary

This leadership position ensures effective financial management governance for the City of Spruce Grove by providing strategic fiscal policy advice and crafting robust financial processes and systems that support strong fiscal oversight and clear management accountabilities. The role leads by developing financial strategies, long term financial plans, and related metrics that enable the City’s strategies and objectives. Through on-going development and monitoring of the financial management system of the organization, this role ensures the preservation and stewardship of the City’s assets, and timely reporting of complete and accurate financial plans and reports. This position reports to the General Manager Corporate Services.

## Section III - KEY RESPONSIBILITIES

Responsibility #1: Strategic Management

Responsibility #1 Detail:

- Provide long term financial strategic advice and analysis concerning revenue and expenditure strategies for the municipality for both capital and operational budget considerations.
- Provide expertise in evaluation and impact of long-term planning, introduction of new programs and initiatives and regulatory action from a financial strategy perspective.
- Lead out, in partnership with the Director who has the Corporate Plan accountability, the development and compilation of the annual Corporate Plan; specifically providing:
  - o Foundational revenue and expenditure analysis expertise
  - o Strategic revenue and expenditure insight
  - o Financial insight to colleagues as they are building out budgets for programs and projects
  - o Advice to colleagues on best financial management practices
- Lead out the capital planning process for the organization for both new and asset management capital needs:
  - o Partner with Asset Management to ensure effective and accurate financial planning is incorporated into asset management capital budgets
  - o Partner with key program Directors to ensure effective analysis and considerations are brought forward to address optimal financial planning in capital investments
- Lead the development of revenue strategies and scenarios for the Municipality, considering different options and levers to support critical programs and capital investments over time.
- Facilitate and influence strategic and business objectives including mitigating financial risks, minimizing



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liabilities and stewarding assets to ensure short- and long-term implications, opportunities and risks are fully considered, in alignment with financial strategy, environmental and public interest.

- Identify major Municipal financial issues, opportunities, policies or programs that require review and / or enhancement.
- Develop and implement leading edge fiscal policy for the municipality through administration and Council:
  - o Stay current on leading edge municipal fiscal strategies and practices
  - o Explore innovative revenue options and funding strategies

Percentage of Time

Responsibility #2: Financial Management

Responsibility #2 Detail:

- Provide leadership in the development and finalization of annual and quarterly financial analysis, ensuring a robust process is used to provide accurate and timely financial reporting.
- Enhance and/or develop, implement, and enforce financial policies and procedures for the organization by way of systems that will improve the overall operation and effectiveness.
- Plan, measure, implement, manage, and control all municipal financial-related functions.
- Develop, implement and review finance policies, procedures and processes to optimize the financial performance of the organization
- Provide senior management critical analysis and advice on significant financial decisions.
- Provide timely and accurate analysis of budgets, financial reports, and financial trends to assist the City Council, City Manager, and other senior managers in fulfilling management decisions.
- Provide technical financial advice and knowledge to others within the financial discipline, and ensure alignment with the corporate direction.
- Optimize appropriate strategies to affect the organization’s cash and investment positions.
- Ensure a robust and responsible annual audit and reporting process.

Percentage of Time

Responsibility #3: Supervisory Management

Responsibility #3 Detail:

- Ensure the Finance Department is a leader in financial management and best practices.
- Lead the Finance Department team in all facets:
  - o Provide clarity of desired outcomes and objectives to finance leadership team
  - o Ensure finance leadership team aligns with the City’s strategic and corporate plans as well as values and guiding principles.
- Provide a high level of coaching, training, and mentoring to Department staff in the achievement of their goals and projects on an ongoing basis as well as through the performance management process.
- Manage the daily operations of the Finance Department, setting goals and expectations for the team, making decisions regarding staffing matters, stressing the importance of teamwork, ensuring the overall efficiency of the services provided by the team as a whole.
- Provide the leadership to ensure the efficient and effective ongoing operation of the enterprise-wide programs and services provided by the Department as well as continual enhancements to the programs and their processes.
- Receive and address complaints or concerns relative to the delivery of financial services and ensure appropriate information is provided or appropriate action taken.
- Model strategies with staff to ensure responses to customer concerns and complaints are addressed using tact and understanding.
- Have an understanding of and adhere to City policies, procedures and standards, whether written or implied, as amended from time to time.
- Contribute to a positive safety culture by acting in a safe manner at all times and complying with City safety



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policies for staff and contractors.  
• Act as a steward of the City's Corporate Culture through empowerment and support to staff.

Percentage of Time 20

Check to add another responsibility

Responsibility #4: Stakeholder Relations

Responsibility #4 Detail:

- As key department director, lead out by example in the various leadership groups and settings by modelling the strategic thinking and analysis required to create conditions for continuous growth in strategic fiscal leadership.
- Champion continual improvement of the financial budgeting process through education of Department leadership teams on financial matters impacting their budgets.
- Communicate pro-actively by ensuring effective briefings, presentations, reporting and interpretation of financial information are provided to internal and external stakeholders i.e. City Council, management, staff, residents and business community.
- Prepare and deliver presentations, position statements and information sessions for staff, stakeholder groups and Council to facilitate discussion of policies and initiatives, solicit feedback on proposed options and initiatives.
- Provide reference and complex research services to the public, administration, and elected officials regarding policies, resolutions and other Council records.
- Represent the City on inter-governmental and professional organizations.
- Perform Finance support functions for the EOC when the City Disaster Response Plan is activated.
- Leads out and/or performs other related duties as required.

Percentage of Time 10

Check to add another responsibility

Other Duties

- Have an understanding of and adhere to City policies, procedures and standards, whether written or implied, as amended from time to time.
- Contribute to a positive safety culture by acting in a safe manner at all times and complying with City safety policies for staff and contractors.
- Provide leadership for Health and Safety by making every reasonable effort to ensure the health and safety of staff within the section.
- Act as a steward of the City's Corporate Culture through empowerment and support to staff.
- Perform Finance support functions for the EOC when the City Disaster Response Plan is activated.
- Performs other related duties as required.

Back up for other positions General Manager of Corporate Services

## Section IV - EDUCATION & EXPERIENCE



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Level of education and experience required.

- Post-secondary Degree in Accounting, Finance or equivalent.
- Minimum Fifteen (15) years of related experience including minimum five (5) years' progressive experience in municipal accounting (management and financial) and minimum (5) years mid to senior level leadership and supervisory experience (Equivalencies for the number of years of experience combined with education will be considered).

Required Designations, Licences, Certificates for this position.

- Chartered Professional Accountant (CPA) required.
- Leadership Development Program Certificate or equivalent an asset.
- CPA Public Sector Financial Reporting and Accounting course or equivalent an asset.

Working Relationships: Job-related contacts both within and outside of the organization.

- All City Departments
- Council
- Various Contractors, Suppliers and Business Representatives

## Section V - Competencies

Knowledge:

- Knowledge of economic and accounting principles and practices, and the analysis and reporting of financial data.
- Considerable knowledge of municipal finance including property tax collection, tax sales, utility fees and charges.
- Experience with preparing and/or reviewing comprehensive reports, contract documents, and department operation budgets

Skills:

- Strong experience in leading out and building capacity to conduct analysis of operational work processes at the team level and effect continuous improvement to improve the workflow and service delivery provided by the Finance Department.
- Demonstrated leadership experience that illustrates alignment with the City's strategic and corporate plans as well as the Organization Values.
- Strong experience in providing coaching, training, and mentoring of staff in the achievement of their goals and projects on an ongoing basis as well as through the performance planning process.
- Demonstrated experience in leading out across organizations to ensure continual improvement of the financial budgeting process through education of various leadership levels on financial matters impacting their budgets.
- Highly developed level of interpersonal skills to interact with a variety of internal and external clients.
- Demonstrated problem solving skills.
- Strong conflict and performance management skills.
- Great organization and planning skills.

Abilities:

- Demonstrated ability to Influence strategic and business objectives including mitigating financial risks, minimizing liabilities and stewarding assets to ensure short and long term implications, opportunities and risks are fully considered, in alignment with financial strategy, environmental, and public interest.
- Possess the proven ability to deal with public matters, public consultation processes and community and stakeholder liaison.
- Possess the ability to prepare and manage a budget.
- Ability to prioritize and delegate.
- Works well in a team oriented environment.



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### Software/ Technology:

-Basic knowledge of MS Office, Dynamics GP, HPTrim, Caseware, BI360, Questica, OpenGov  
-Intermediate knowledge of MS Excel

## Section VI - WORKING CONDITIONS

Number of hours per week (e.g. 35 or 40)	35	Vacation Accrual	Management
Shift Work - Includes evening, weekends and/or statutory holidays:	<input type="checkbox"/>	Benefits	Full Benefits
Compressed Work Week (e.g. 4 - 10 hour schedule for a week):	<input type="checkbox"/>	Sick Accrual <input checked="" type="checkbox"/> NO sick accrual <input type="checkbox"/>	
Overtime:	<input type="checkbox"/>	Drivers Abstract:	<input type="checkbox"/>
Earned Time Off:	<input type="checkbox"/>	Criminal Record Check:	<input checked="" type="checkbox"/>
		Vulnerable Sector/Child Intervention Check:	<input type="checkbox"/>
Does this position supervise employees? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		First Aid Certification:	<input type="checkbox"/>
Number of direct reports:	1	Supplemental Insurance:	<input type="checkbox"/>

## Section VII - PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

### Light Effort-

Typically includes any or all of the following: sitting, standing, walking, climbing, stairs, kneeling, manual dexterity,

- visual acuity/color vision.

Lifting up to 5kg (11lbs)

Most office positions may be considered sedentary.

### Medium Effort -

Typically includes any or all of the following: climbing ladders, balancing, crawling, crouching, depth perception/night, lifting, pushing, reaching(either both arms), use of feet (for control), pulling, outside work

- 

Lifting up to 10kg (22 lbs)

Jobs such as meter reader and building maintenance may be considered medium effort

### Heavy Effort -

Typically includes any or all of the sedentary and light effort plus the following:

- lifting up to 20kg (44lbs)

Outside Workers, firefighters, Peace Officers and some labouring types of jobs may be considered heavy effort.