



THE TOWN OF ANTIGONISH

Position: Director of Corporate Services

Status: Permanent, Full-Time

Department: Corporate Services

Reports to: Chief Administrative Officer

Location: Town Hall

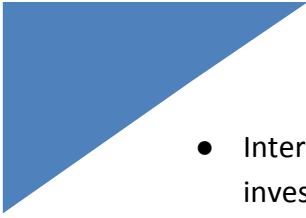
Date of Description: March 21, 2018

General Accountability

The Director of Corporate Services is responsible for all aspects of the Town's budgeting, accounting, reporting and internal control system, human resources, procurement, records management, insurance, as well as the operation of the associated computer software and systems, and general office equipment requirements. The Director is also responsible for the regulatory and financial operation of the Town's Water and Electric Utilities. As Treasurer for the Alternative Resource Energy Authority (AREA), the Director provides financial and human resource services oversight as well as procurement and policy direction. The Director is a key member of the AREA Administrative team and an ex-officio member of the Board.


Responsibilities

- Ensures annual financial statements and supporting files for audit for General Government, Water, Electric and AREA are prepared.
- Assembles and distributes drafts of budgets, preparation of annual operating and capital budget after receiving input from Directors, the Manager of Accounting and the Chief Administrative Officer (CAO) and Council.
- Ensures accurate and timely filing of annual and interim reports to the Province of Nova Scotia – Statement of Estimates, Financial Information Return, Annual Expenditure Report and Capital Investment Plan.
- Functions as the principle contact when dealing with Insurance claims.

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- Interacts with Town and AREA banks on an as needed basis - banking agreements, investment alternatives, provision of information needed by bank (tax roll summaries, financial statements, etc.).
 - Functions as the lead contact for the Town before the Nova Scotia Utility and Review Board (NSUARB) on behalf of the Electric and Water Utilities on rate issues – requested increases or formal complaints.
 - Ensures procurement processes are properly followed, proper insurance policies are in place and, where required, communicates with legal representatives.
 - Responsible for banking and investment services.
 - Responsible for ensuring pension and benefit programs are appropriate.
 - Ensures human resource information including job descriptions, Human Resource Manual and Collective Agreements are up to date.
 - Works on special projects, studies and reports as assigned by the CAO.
 - Provides HR related oversight and direction to Directors, CAO and staff.
 - Setting strategic direction of Corporate Services in keeping with the strategic direction of Council.
 - Participates in regional initiatives as assigned by the CAO.
 - Forms part of the senior negotiating team during collective bargaining.

Operational Responsibilities

- Ensures financial audit is completed in a timely manner.
- Ensures required monthly reports for Council are prepared in an accurate and timely manner.
- Ensures budget to actuals are properly accounted for.
- Ensures bank reconciliations are completed in a timely manner; accounts receivable and payable sub-ledgers are reconciled to general ledger.
- Ensures manual invoices are reviewed and recorded.
- Ensures accounts payable is processed in an efficient and timely manner.
- Ensures payroll data is accurate.
- Ensures minor network server and computer software updates and hardware changes relating to accounting process are undertaken in a timely and accurate manner.
- Ensures electric utility consumption and revenue data is analyzed in a timely fashion.
- Ensures timely reviews of actuals to budget are undertaken.
- Ensures allowance for doubtful accounts are being reviewed in a timely manner to gauge collection effectiveness or increased effort required.
- Responds to various correspondence and interaction with customers, ratepayers, suppliers as necessary.
- Negotiating collective agreements.
- Ensures timely preparation of consolidated financial statements and maintenance of a detailed asset sub-ledger.

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- Ensures compliance with Provincial online reporting through the Financial Information Return and the Statement of Estimates.
 - Ensures compliance with Gas Tax fund accounting and reporting requirements in the form of Interim Annual Expenditure and Audited Financial Expenditure filings.
 - Ensures compliance with the 5-year Capital Investment requirements to ensure all final capital grant claims are processed and filings are prepared for external auditor.
 - Ensures monthly claims are filed for the Provincial electricity rebate and interacts with the provincial auditors of the program as required.
 - Undertakes certain required activities in Electric Utility, such activities will include interactions with Nova Scotia Power Inc (NSPI), Department of Transportation and Infrastructure Renewal, and Aliant.
 - Manages investment activities.
 - Undertakes treasurer responsibilities for AREA.
 - Reviews AREA contracts and agreements to ensure compliance with procurement regulations.

Qualifications

- Bachelor Degree in Commerce/Business Administration.
- Professional designation (CPA, CA, CMA, CGA).
- A minimum 5 years of technical and managerial experience.
- A minimum 5 years supervisory experience.

Relationships

Internally the Director of Corporate Services supervises the Manager of Accounting who has three staff members within the Department. The Director must communicate with other department heads to discuss budgeting, strategic planning, and organizational flow. Externally, the Director of Corporate Services is required to communicate with the NSUARB, NSPI and other bodies on a variety of issues. This position entails attendance at Council meetings to discuss financials and address municipal issues as required.

This position deals with staff of AREA and with the Chief Administrative Officers of the three Towns who own AREA and the Commission of the Riverport Electric Utility.

This position works with Regional Directors of Finance/Corporate Services on Regional initiatives such as Diamond software.

Salary and Benefits: \$85,313.-\$96,020., as well as medical, dental and pension plans. Hours of work are Monday through Friday, 8:30 AM to 4:30 PM.

Reporting To: Chief Administrative Officer



Closing Date:

April 13, 2018

Application:

Your covering letter and resume must be sent via mail or email to:

Dianne Wilson (dwilson@townofantigonish.ca)

Town of Antigonish

274 Main Street

Antigonish, NS B2G 2C4

For more information related to the Town of Antigonish, please visit the Town's website at www.townofantigonish.ca