

<i>TOWN OF STRATFORD - JOB DESCRIPTION</i>			
POSITION:	Financial Coordinator	JOB NUMBER:	No. 35
SALARY RANGE:	Level 7, 37.5 hours per week	ESTABLISHED:	April 2019
RESPONSIBLE TO:	Director of Finance and Technology	REVISED:	

JOB SUMMARY

- The Financial Coordinator will carry out special projects, coordinate the asset management strategy for the department and assist with regular accounting functions within the department.

MAJOR RESPONSIBILITIES

- Asset Management including advising on strategy and approach, estimating original and replacement costs for assets without existing data in compliance with PSAB standards, software implementation and training, data transfer from legacy software and recording of all town asset information in the software.
- Special Project Accounting including research into best practices, financial analysis and projections, procurement, long term budgeting, capital project tracking and other projects as assigned.
- 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 regular accounting functions as assigned.
- Information Technology including advising on corporate strategy and procurement and maintenance of corporate and departmental hardware, software and network facilities.
- Assistance to the Director including budgeting, preparation of working paper files, reconciling bank statements, preparing financial reports and filling in for the Director in his/her absence.
- Other duties as assigned from time to time by the Director.

KNOW HOW

- Extensive knowledge of the principles and practices of municipal finance, typically acquired through a Bachelor's Degree in Accounting or Business Administration supplemented with at least two years of experience in accounting.
- Proficiency in manual and computerized accounting techniques and systems, and office software applications.
- Knowledge and familiarity with information technology systems is an asset.
- Superior interpersonal and communications skills.
- Tact, initiative and attention to detail.

WORKING RELATIONSHIPS

- Reports to and assists the Director of Finance and Technology
- Establishes, maintains, and promotes friendly, cooperative, and productive relationships with town staff, other government agencies, auditors, elected officials, and the general public

PROBLEM SOLVING

- 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

ACCOUNTABILITY

- Accountable to the Director of Finance and Technology for performance, to the departmental staff for support and collaboration, to other town staff for collaboration and assistance with projects and to members of the public for effective financial management and the security of records, information and financial data

WORKING CONDITIONS

- Physical Effort - work involves sitting for extended periods at a workstation
- Physical Environment - works in an office environment
- Sensory Attention - work requires significant computer screen time, high attention to detail, frequent interruptions, and telephone and personal interactions with members of the public
- Mental Stress – work involves meeting deadlines for billing, meetings, and budgets, meetings after normal working hours, members of the public will not always be happy or pleasant, particularly when feeling aggrieved