

Job Class Profile: **Municipal Finance Officer**

Pay Level: **CG-32** **Point Band:** **704-717**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	2	3	4	3	4	2	2	
Points	280	67	13	14	120	65	83	43	21	706

JOB SUMMARY

The Municipal Finance Officer performs responsible and specialized financial management work in support of municipal programs throughout the province.

Key and Periodic Activities

- Implements and manages processes and policies for the delivery and administration of the Special Assistance Program.
- Issues and maintains Approvals to Borrow to municipalities.
- Manages the integrity and accuracy of information maintained which includes municipal financial statements.
- Reviews and analyzes financial statements to ensure accuracy and compliance to Public Sector Accounting Board requirements and legislation.
- Responds to inquiries from municipal officials and auditors.
- Assists with the development, implementation and maintenance of information systems requirements.
- Develops policies and procedures for all Municipal Finance programs.
- Assists with the generation of payments and development of special reporting requirements for the Gas Tax Secretariat.
- Issues semi-annual Municipal Operating Grants to Local Governments.
- Performs bi-weekly, monthly and annual budget monitoring and reconciliation on Municipal Finance Programs.
- Submits annual financial information to Community Accounts/NL Statistics.

SKILL

Knowledge

General and Specific Knowledge:

- Knowledge of Financial Management and Accounting Standards.
- Knowledge of Government Policies, Public Sector Accounting Board requirements and Legislation.

- Knowledge of various information management applications and systems.

Formal Education and/or Certification(s):

- Minimum: Graduation from an approved college or university with an Undergraduate Degree in Commerce, Business, Accounting or a related field.

Years of Experience:

- Minimum: 2-3 experience in financial management and accounting.

Competencies:

- Analytical and assessment skills.
- Ability to utilize a variety of information management applications and system.

Interpersonal Skills

- A range of interpersonal skills are used to: listen and implement decisions of the finance committee; provide information to key stakeholders; and gain co-operation from others. Must work effectively to gain cooperation from others to provide information to key stakeholders relating to the Municipal Finance Programs. Facilitates the bi-weekly finance committee meetings to make information available regarding funding requests. Listens attentively to implement decisions made by the finance committee. Discusses the program requirements and decisions to stakeholders.
- The most significant contact are with: Departmental Executive and Ministers office to provide frequent information on Municipal Finance funding (i.e. Special Assistance Grants, Municipal Operating Grants); Departmental staff to effectively deliver the funding programs; and local Governments/ elected government officials/ Banks/ Non-Profit Organizations to provide status of funding requests, payments and program information.

EFFORT

Physical Effort

- Work generally does not result in fatigue requiring periods of rest.
- Constantly required to sit at a desk and perform computer related activities.
- Occasionally required to lift or move objects such as files, binders and/or paper weighing less than 10lbs.
- Occasionally required to stand and walk to deliver information within the Department.

Concentration

- **Visual** concentration is constantly required when creating and reviewing electronic documents and files.
- **Auditory** concentration is constantly required to ensure the information is provided as requested.
- Work constantly requires **precision** and coordination in capturing and presenting electronic data.
- Work is subject to occasional **time pressures** and **interruptions** when processing requests from Departmental Executive resulting in **a lack of control over the work pace**.

Complexity

- Work involves a series of tasks and activities that are different but require the use of a similar

skills and knowledge.

- Work involves a mix of repetitive/well defined tasks, tasks that are different but related and tasks where limited or no guidelines exist.
- There are limited manuals, policies and procedures available to address typical challenges so the employee may refer to technical advisors or legislation for direction. Where there is a lack of guidelines to address an issue, the position often relies on past practice.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled.
- Without supervisory approval can enter financial statements into the information management system, provide information to other divisions and clients, perform reconciliations and request necessary information.
- The issuance of funding approvals/rejections are presented to the Finance Committee for recommendation, reviewed by the Director, Assistant Deputy Minister, Deputy Minister and signed off by the Minister.
- Issuances of funding notifications, payments, approval to borrow and changes to policies and procedures require prior approval as do information notes prepared by the incumbent.

Impact

- Impacts generally affect: staff within the immediate work area and within the department as accurate information reporting is required to make informative decisions; others outside the department but within the organization who require information pertaining to funding programs and its results. (i.e. Public Accounts, Auditor General, Members of the House of Assembly); financial institutions, auditors, Statistics Canada, Newfoundland & Labrador Statistics require information on Municipal Finance; and Municipalities, Local Service Districts, and other groups are impacted by correspondence, advice and payments.
- Work activities impact on processes, systems, information, finances and corporate image.
- Grants, approvals to borrow and the decision making process would be negatively impacted by incorrect information.
- Due to the review process in place and levels of sign off, errors are often detected and corrected.

Development and Leadership of Others

- Does not have full-time responsibility for the direct supervision of staff but is involved in the development and leadership of staff by providing advice and guidance, feedback, on-the-job training and checking or reviewing the work of others.
- Facilitates Finance Committee Meetings in which funding requests and recommendations are made.

WORKING CONDITIONS

Environmental Working Conditions

- Does not require any special precautions or safety equipment.

- Works in an office environment with exposure to some limited undesirable conditions such as unusual/distracting noise and glare from computer monitors.