

DISTRICT OF PORT HARDY

POLICY MANUAL

---

COUNCIL POLICY  
EMPLOYEE JOB DESCRIPTIONS

DIRECTOR OF FINANCIAL SERVICES

POLICY #CP7.7

Approved: October 15, 1997      Amended: May 13, 2008

Page 1 of 1

---

Reports to the Chief Administrative Officer. The duties and responsibilities of the Director of Financial Services shall be:

- a) To perform the statutory role of Financial Officer.
- b) To administer the financial affairs of the District treasury to the preparation of the annual five-year financial plans and the ten-year and twenty-year capital programs.
- c) To act as the Collector for the District, including administering the annual tax sale and Home Owner Grant program in accordance with provincial legislation.
- d) To direct and coordinate the proper accounting and internal auditing of financial matters and the budgetary control of the annual financial plan.
- e) To co-ordinate the District's purchasing system and assist operating areas through advice on purchases, and assisting senior staff in exploring all opportunities for grants.
- f) To prepare such tender and proposal call instructions as necessary with recommendations where feasible on the award of bids.
- g) To ensure efficient and effective administration of all accounts payable, accounts receivable and payroll systems.
- h) To advise Council on borrowing bylaws and determine the amount of levies and user fees for Council approval.
- i) To monitor in collaboration with the Chief Administrative Officer the budgets and internal controls by undertaking periodic testing of transactions.
- j) To prepare such financial information as required by the Council and CAO.
- k) To prepare year-end audit and all financial reporting forms and information required by the Ministry of Community Services.
- l) To assist the CAO to develop, administer and ensure uniformity in the implementation of policies and procedures.
- m) To administer the cemetery program.
- n) To recommend to the CAO the appointment, suspension, promotion and dismissal of staff in the Financial Services Department.
- o) To carry out and perform other duties and responsibilities the CAO and Council may assign.

\*\*\*