



MANAGER OF FINANCE AND ADMINISTRATION TOWN OF KENSINGTON

The Town of Kensington is looking for an experienced Manager of Finance and Administration. The Manager of Finance and Administration will be an exceptional communicator, politically astute and have a proven record of organizational, administrative, and financial management experience.

POSITION SUMMARY:

The Manager of Finance and Administration is a senior level position with the Town of Kensington reporting directly to the CAO. The position is responsible for managing the financial affairs of the Town, supervision of the Town's administrative assistant, day to day administration, records maintenance, and a variety of other responsibilities. The position is expected to attend all meetings of Town Council, which typically consists of a meeting on the second and fourth Monday of each month.

The incumbent is expected to work with a high level of independence and confidentiality and be committed to the Town's goals and objectives, and financial matters of the town.

KEY POSITION RESPONSIBILITIES:

- Responsible for the administration of payroll, maintenance of employee records, records of employment, Workers Compensation account information and worker claims, Receiver General Remittances, RRSP and extended health care accounts.
- Responsible for report preparation and submittal to organizations such as CRA and the Canada/PEI Infrastructure Secretariat, including Municipal Capital Expenditure Grants Claims, Infrastructure Funding Program Claims.
- Responsible for the day-to-day management and administration of all financial functions of the Town; bank reconciliations, bookkeeping, variance reporting, etc.)
- Responsible for providing monthly financial reports to the CAO and Town Council for Town and Water and Sewer Utility operations and capital.
- Responsible for Infrastructure Project audits (Annual Expenditure Report – AER).
- Responsible for managing the Town's annual year end external audit process.
- Assist in the preparation of the annual budget.
- Responsible for bank balance and cash flow management.
- Responsible for the annual Municipal Financial Information Return (MFIR).
- Respond and meet with residents, contractors, government agencies, etc. as required.
- Oversee, with the assistance of an IT contractor, all IT activities of the town.
- Coordinate the implementation of new technological requirements, i.e. computers, cell phones, new software, etc.
- Serve as a resource for all Town employees and provide guidance regarding day-to-day operations.



- Assist in the development of policies and guidelines for all facets of Town operations.
- Promote and model professional behaviours and conduct including, among other things: teamwork, collaboration, and respect.
- Perform such other duties as may be assigned by the CAO.

DESIRED QUALIFICATIONS:

- A minimum of five years' experience in an accounting role with computerized accounting software. An accounting designation is considered an asset.
- Previous supervisory experience.
- Experience in municipal finance.
- Experience in a leadership position with strategic and/or business planning and policy development experience.
- Human Resource Management experience.
- Ability to deal effectively with the general public in a tactful and professional manner.
- An energetic team player with a positive attitude.

HOURS OF WORK

Full Time, Normally 8:30 am to 4:30 pm Monday to Friday, Town Council and Committee Meetings (typically 2 hours or less) on the second and fourth Monday of each month.

SALARY

The rates quoted are in accordance with the Town of Kensington Non-Union Employee Handbook (\$31.60/hour to \$37.92/hour)

Please submit a detailed resume to the following address:

Town of Kensington
55 Victoria Street East
P.O. Box 418
Kensington, PE
C0B 1M0
Attention: Geoff Baker, CAO

or by email at: cao@kensington.ca.

We thank all applicants for their interest; however only those selected for an interview will be contacted.