



JOB DESCRIPTION

JOB TITLE: CITY CONTROLLER – MANAGER FINANCIAL CONTROL & AND REPORTING

REFERENCE NO: 31600

DIVISION: CORPORATE SERVICES

DEPARTMENT: FINANCE

APPROVAL DATES: BY: 
MANAGING DIRECTOR – CORPORATE SERVICES

DATE: May 10, 2022

BY: 
CHIEF HUMAN RESOURCES OFFICER

DATE: November 15, 2021

GENERAL DESCRIPTION:

This is a non-union management position responsible for providing leadership to the City of Medicine Hat accounting functions. This includes the development and maintenance of budgeting and reporting systems, analysis and interpretation of trends requiring management's attention, preparation of financial and management reports, development of recommendations and the presentation of findings.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Director - Finance.
- Directly supervises the accounting group responsible to provide financial accounting services for all City departments.
- Maintains a close liaison with the City Manager/Chief Administration Officer (CAO), Managing Director - Corporate Services, Finance staff as well as other City departmental staff.
- Maintains liaison with industry regulators, partners and consulting firms to maintain knowledge of current industry activities.
- Maintains liaison with external auditors, joint venture auditors, and Provincial and Federal Government officials.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Provides department goal setting, leadership and performance management to team members as required including directing, coaching, supporting, delegating and mentoring.
- In conjunction with the City Manager/CAO, Managing Director – Corporate Services, Director- Finance and budgeting department assists with coordinating the preparation and presentation of the annual and forecasted Operating and Capital Budget; assists in the preparation of guidelines, assumptions, evaluations and presentations.
- Responsible for the preparation and presentation of the interim management reports and year-end statements including the consolidation of statements into the City's Annual Financial Statement.
- Provides, analyzes and interprets accounting information and provides trends requiring management's attention.
- Provides financial cash flow analysis of potential acquisitions and significant capital budget items.
- Provides scenario analysis for significant risks. Provides risk analysis of companies with which we do business.
- Ensures new accounting standards are implemented as required and adhered to.
- Oversees the development and maintenance of accounting procedures and ensures proper internal controls are in place.

- Identifies opportunities and assists with business process re-designs and continuous improvements.
- Other related duties, as assigned.

REQUIRED COMPETENCIES:

- Thorough knowledge of accounting principles (including PSAS and IFRS) and practices including those relating to Government accounting, Oil and Gas, Electric, Water, Sewer and Solid Waste Utilities, and the ability to apply this knowledge to accounting transactions in a complex environment.
- Knowledge of income tax principles and practices relating to Oil and Gas.
- Ability to represent the finance department on the Municipal Services and Energy Infrastructure projects.
- Advanced analytical and problem-solving skills with the ability to support effective identification of business problems, assess proposed solutions and understand the needs of stakeholders.
- Demonstrated ability to support the development of effective working relationships with stakeholders including qualities such as ethics and trustworthiness.
- Proven ability to elicit and communicate requirements among stakeholders, including the ability to deliver information through well-organized presentations.
- Demonstrated ability to draw on and coordinate resources from various departments or groups, including external consultants, maintaining full accountability for final deliverables including budgets and timelines.
- Advanced leadership skills to help build a strong team that engages and draws upon the strengths of work group members in the delivery of excellent, customer-focused programs and services.
- Demonstrated ability to work with a team, facilitate effective team interactions and help reach decisions for the work group.
- Proven ability to manage multiple work group priorities, initiate action, ensure appropriate follow up and constructively resolve issues.
- Advanced knowledge and ability to utilize standard business software as a tool for communication, analysis and documentation.
- Advanced organizational skills with the ability to manage multiple priorities while maintaining necessary attention to detail.
- Proven interpersonal skills and ability to model behaviors associated with a constructive culture with a commitment to health, wellness and safety.
- Exceptional organization, leadership, management and conflict resolution skills including the ability to work with minimum supervision and make decisions independently, using proper judgement and procedures.
- Proven ability to function effectively in a diverse, fast paced and demanding work environment with challenging and often competing priorities.

REQUIRED QUALIFICATIONS:

- Successful completion of a Bachelor's degree in a related technical field, Business Administration, Management, Commerce or Economics from a recognized post-secondary institution.
- Must possess a professional accounting designation (CPA).
- Seven (7) years of accounting experience at a senior level, including five (5) years at a supervisory level.
- A management approved combination of education and experience may be considered.