



Job Description

Finance Services Lead

EXEMPT - Permanent/Full Time

1. Job Summary

As a member and leader of the Finance Team, the Finance Services Lead supports the Director of Finance with respect to fulfilling the statutory functions of Financial Officer and Collector of Taxes. This is complex work; responsible for achieving efficient operations through accurate and reliable performance in front office administration, payroll, accounts payable, collection functions, reconciliations, analysis, and ensuring compliance with accounting standards and municipal policies.

The Finance Services Lead is responsible for the daily maintenance and operation of the Finance Department's internal controls, records, systems and staff. They are expected to exercise sound judgment, tact, and discretion at all times in dealing with confidential matters and to demonstrate exceptional levels of customer service to other departments within the organization, building trust and strong working relationships and working with all departments to provide professional expertise, advice and assistance as required.

2. Duties and Responsibilities

General Administration

- Provides supervision, leadership, professional development opportunities, mentoring, and evaluation of the performance of staff under their direction to maintain a high level of performance and teamwork, and when necessary, works with the Director of Finance or Chief Administrative Officer to deal with performance and disciplinary issues.
- Assists in the development of annual departmental work plans and approves scheduling and leave requests.
- Ensures the safety of supervised employees through departmental compliance with WorkSafe and Occupational Health and Safety regulations.
- Develops and maintains co-operative and effective working relationships with other departments, local governments, senior governments, non- government agencies, community groups and the public as it relates to the financial matters of the Town.
- Responsible for ensuring Collective Agreement language is adhered to.
- Attends administrative and public meetings, committee meetings and makes presentations as requested.
- Other related duties as may be assigned from time to time.

Financial Services

- Assigns responsibilities to appropriate departmental staff with the aim of ensuring both internal and external customer service is maintained as a high priority.
- Ensures accounting information is complete, accurate, and timely, and analyzes departmental financial information and reporting to reconcile and adjust identified accounting errors and omissions as required.
- Ensures the integrity of the General Ledger including the integration of other finance data into the financial system.
- Responsible for timely completion of quarterly and annual statutory government financial reporting, such as the GST, PST, LGDE and SOFI reports, including calculating and remitting monies collected on behalf of other governments and agencies.
- Assists the Director of Finance in the preparation of the audited financial statements by preparing all associated working papers and documentation to standards required by municipal auditors and acts as the key contacts for auditors.
- Assists the Director of Finance in ensuring compliance with the financial requirements in the Community Charter, Financial Information Act, Public Sector Accounting Board, relevant federal, provincial and Town regulations, policies, procedures, and guidelines. and other related statutes.
- Assists the Director of Finance in developing, evaluating, and implementing financial policies and procedures.
- Evaluates business process and assesses financial considerations for existing and revised/new services and programs, projects, and policies for opportunities to improve workflow and efficiencies, increase revenue or reduce costs.

3. Competencies, Skills, and Abilities

- Working knowledge of financial best practices and procedures, as well as a thorough understanding of local government legislation.
- Understanding of Public Sector Accounting Board standards
- Knowledge of payroll requirements and benefits administration
- Ability to process complex information with accuracy and attention to detail.
- Excellent supervisory skills and ability to evaluate the work of others.
- Excellent verbal, written, and interpersonal communication skills.

4. Supervision

Supervises all Finance Department unionized staff (listed per Schedule 'A').
Reports to the Director of Finance (Chief Financial Officer).

5. Minimum Qualifications

- Chartered Professional Accountant Designation or planned enrolment in the CPA Program. A combination of relevant education and experience in Financial Services may be considered.
- Minimum of three (3) years of supervisory experience in finance.
- Sound understanding of Public Sector Accounting Board (PSAB) standards.
- Proficiency in using financial software and tools, as well as advanced knowledge of Microsoft Excel.
- Strong interpersonal, communication, and team building skills.
- Satisfactory completion of a Criminal Record Check.

6. Remuneration

Salary is commensurate with education, experience, Pay Range Structure as determined by the CAO, and subject to an approved employment contract.

This Job Description is hereby adopted under the terms and conditions stated above as of this 20th day of October 2025.

Jeremy Denegar
Chief Administrative Officer
Town of Golden

A job description cannot predict every eventuality that may occur in the workplace. This document is therefore general in nature, may not account for duties that may occasionally be required of the staff member performing the job, and is subject to change pending authorized approval.

Schedule A

Listing of Supervised Positions

The position supervises all unionized finance staff when positions exist and are occupied:

- Administrative Clerk (or equivalent)
- Accounting Technicians – AR and AP (or equivalent)
- Revenues Accountant (or equivalent)
- Payroll and Expense Accountant (or equivalent)