



**Town of Wolfville
Position Description
June 2025**

Position Title:	Director of Corporate Services
Reports to:	Chief Administrative Officer
Subordinate Staff:	Manager of Finance & Corporate Services, IT Manager, Accounting Clerk – Billings, Accounting Clerk – Payables, Finance Assistant, Administrative Assistant
Salary Range:	\$103,516 to \$136,901
Band:	Level 6 - Director
Classification:	Permanent Full time

Position Summary:

The Director of Corporate Services is a senior leadership role responsible for the financial health and administrative effectiveness of the Town. Reporting to the Chief Administrative Officer and working closely with Council, this position provides strategic financial advice and guidance, oversees all financial operations—including payroll, budgeting, and reporting—and leads a team of finance and IT professionals. The Director ensures sound financial planning and compliance with legislation, while supporting staff and operations across the organization, and contributes to the development and implementation of the Town's strategic goals.

This role requires a skilled communicator, relationship builder, and strategic thinker with strong business acumen. The ideal candidate will possess a professional accounting designation, a university degree in a related field, and at least eight years of progressive experience in financial leadership—ideally within a municipal setting. The Director is also responsible for leading the annual audit and budget processes, preparing financial statements and reports, managing HR functions within the department, and acting as the primary liaison for the Town's insurance and external reporting obligations. This is a highly collaborative and influential position that plays a key role in ensuring the Town's long-term financial sustainability.

Core Expectations of Role:

- Provide financial advice and guidance to the Senior Leadership Team (SLT) and Town Council.
- Lead Department of Corporate Services by promoting a positive and productive work environment that fosters a spirit of teamwork and collaboration.
- Foster a culture of collaboration and client-centred service that adheres to professional and regulatory standards.

- Oversee the financial administration and corporate services of the Town, including payroll, benefits administration, accounts payable, accounts receivable, weekly/monthly/annual financial reporting, budgeting, risk & insurance and IT services.
- Participate in strategic financial planning, including with Inter-Municipal Service organizations as required.
- Coordinate, consolidate, submit and oversee the annual budget process, including multi-year budget projects and ten-year capital investment plan. Support all Town departments with preparation of departmental budget estimates.
- Manage the Town's insurance portfolio and coordinate with broker on all matters, including claims management.
- Prepare detailed reports on financial, corporate service and departmental matters.
- Attend meetings and make presentations to Committees and Council.
- Coordinate with Manager of Finance & Corporate Services the year end audit process and prepare Consolidated and Non-Consolidated Financial Statements for all Town Funds.
- Act as lead staff support to the Audit Committee.
- Provide comptrollership functions in order to ensure finances are managed according to legislation, policies and procedures and generally accepted accounting principles.
- Oversees tax sales.
- Provide leadership and direction to departmental staff to ensure efficient use of human resources
- Responsible for staffing and coordination of the Reception Desk at Town Hall
- Manage HR matters within the Department and support the CAO on HR matters within the organization.
- Participate as a member of the Senior Leadership Team tasked with development of corporate goals and objectives towards achieving Council's Strategic Plan.
- Prepare and coordinate with the Manager of Finance & Corporate Services external reports to the provincial and federal government ensuring that legislative and grant reporting requirements are met.
- Manage, streamline, monitor and develop internal finance and accounting controls and processes.
- Providing input and advice to colleagues ensuring that long-term strategic financial planning is in place and kept top of mind.
- Adhere to all provincial and municipal Occupational Health and Safety policies, guidelines and standard operating procedures and promote same within the Department.
- Perform other related duties as required.

Skills/Knowledge:

- Excellent communication, management and leadership skills.
- Excellent interpersonal and relationship building skills.
- Experience supervising and managing staff and resources.
- Experience in and knowledge of finance and accounting best practices, including Financial Reporting and Accounting Manual (FRAM) and PSAB.
- Experience in similar roles in municipal government or non-profit sector.
- Knowledge of municipal (MGA-Municipal Government Act), provincial and federal laws.
- Familiar with accounting software, preferably GP Dynamics/Diamond systems.

Decision-Making:

- This position will have influence over finance and accounting procedures and controls.
- This position will have influence over information systems.

General Capabilities:

- Ability to function as an effective problem solver and consensus builder.
- Ability to deal effectively and courteously with Council, staff, outside agencies and the general public.
- Ability to tactfully and respectfully interact with a wide range of people from different backgrounds and cultures.
- Ability to understand business processes and strategically consider innovative and client-centred improvements.
- Strategic thinking.
- Self-motivated.
- Ability to be a team builder and leader.
- Attention to detail.
- Business and financial acumen.
- Process-driven.
- Computer savvy.

Working Conditions:

- This position requires regular work in front of a PC, desk and phone.
- This position requires occasional situations of high conflict or stress.
- This position requires occasional work beyond regular office hours of 8:30 – 4:30.

Education and Training:

- University Degree in Accounting or Business Administration or related field.
- Professional accounting designation.

Related Experience:

- Minimum of eight (8) years related experience in financial leadership role.
- Knowledge of government legislation is an asset.
- Experience in municipal government is an asset.
- Experience working with a Council or Board of Directors is an asset.
- A combination of education and experience will be considered.

Approved by:

CAO

June 9, 2025
Date