



**Town of Wolfville
Position Description
August 2025**

Position Title: Manager of Finance

Reports to: Director of Corporate Services

Direct Reports: None

Band: Grade 5 (\$79,814 – 105,554)

Classification: Permanent full-time

Position Summary:

Reporting to the Director of Corporate Services, the Manager of Finance is responsible for the Town's full payroll function, including benefits, pension, and WCB; and providing oversight of the Town's financial operations, including budgeting, accounting, financial reporting, and compliance.

Core Expectations of Role:

- Administer all payroll related functions, including but not limited to:
 - Time sheet management
 - HRisMyWay processing and balancing
 - Employee management
 - Payroll remittance and T4s.
 - Oversight of Employee Group Benefits and Pension
 - Administer WCB benefits
- Prepare sundry invoices for goods and services offered by the Town.
- Prepare group insurance benefit invoices.
- Perform monthly subledger reconciliations to general ledger, including preparing and entering any necessary journal entries.
- Perform monthly bank reconciliations.
- Serve as the main contact at the Town's Bank.
- Prepare and submit HST returns for the Town and Water Utility.
- Organize the annual disposal of financial records.
- Serve as backup for water and tax billings.
- Assist the Director of Corporate Services as needed, including but not limited to:
 - Grant agreements, including, identifying deadlines, allowable expenses.
 - Financial report preparation and compiling backup documentation.
 - Provincial annual finance reporting, such as SOE and FIR.
 - Monthly variance reports.
 - Annual budgets, insurance renewals, and year-end working papers.
- Provide support to Audit Committee as required.

- Serve as Acting Director of Corporate Services, as required.
- Support departmental administrative activities such as filling in at front desk, mail management and distributions, bank deposits, etc.
- Adhere to all provincial and municipal Occupational Health and Safety policies, guidelines and standard operating procedures.
- Serve as part of the Regional Emergency Management team for Kings County as required
- Perform other related duties as required.

Skill/Knowledge:

- Experience with payroll processing, benefits, pension, union contracts, and claims management.
- Knowledge of relevant Labour Standards Code of Nova Scotia.
- Strong knowledge of Generally Accepted Accounting Principals (GAAP).
- Familiarity with accounting software, preferably Diamond/Dynamics GP software.
- Proficiency with entire Microsoft Office Suite with an emphasis on Excel.
- Knowledge of Laserfiche is an asset.

Decision Making:

- This position will provide guidance over finance and accounting procedures and controls.

General Capabilities:

- Well-developed organizational skills and strong attention to detail.
- Accounting and bookkeeping acumen.
- Ability to effectively and respectfully liaise with Council, staff, outside agencies, and the public.
- Ability to prioritize tasks and successfully meet deadlines.
- Ability to follow and consistently adhere to policies and procedures.

Working Conditions:

- This position requires regular work in front of a PC, desk, and phone.
- There is ongoing pressure from deadlines, requirements for accuracy, conflicting and multiple demands.

Education and Training:

- Minimum post-secondary education in Accounting, Business Administrator, or equivalent experience.
- Accounting designation is desirable.
- Payroll Compliance Practitioner (PCP), or willingness to obtain is desirable.

Related Experience:

- 5-10 years of related work experience.
- Municipal accounting experience, including PSAB and FRAM knowledge, considered an asset.
- Microsoft GP/ Diamond Municipal Financial Software experience, including payroll module and HRisMyWay, considered an asset

Approved by:



 CAO or Department Head

August 19, 2025

 Date