**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:**

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August 19, 2025

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CAO or Department Head Date