Job Class Profile: Municipal Finance Officer

Pay Level: CG-32  Point Band: 704-717

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<th>Factor</th>
<th>Knowledge</th>
<th>Interpersonal Skills</th>
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<th>Concentration</th>
<th>Complexity</th>
<th>Accountability &amp; Decision Making</th>
<th>Impact</th>
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JOB SUMMARY
The Municipal Finance Officer performs responsible and specialized financial management work in support of municipal programs throughout the province.

Key and Periodic Activities
— Implements and manages processes and policies for the delivery and administration of the Special Assistance Program.
— Issues and maintains Approvals to Borrow to municipalities.
— Manages the integrity and accuracy of information maintained which includes municipal financial statements.
— Reviews and analyzes financial statements to ensure accuracy and compliance to Public Sector Accounting Board requirements and legislation.
— Responds to inquiries from municipal officials and auditors.
— Assists with the development, implementation and maintenance of information systems requirements.
— Develops policies and procedures for all Municipal Finance programs.
— Assists with the generation of payments and development of special reporting requirements for the Gas Tax Secretariat.
— Issues semi-annual Municipal Operating Grants to Local Governments.
— Performs bi-weekly, monthly and annual budget monitoring and reconciliation on Municipal Finance Programs.
— Submits annual financial information to Community Accounts/NL Statistics.

SKILL

Knowledge

General and Specific Knowledge:
— Knowledge of Financial Management and Accounting Standards.
— Knowledge of Government Polices, Public Sector Accounting Board requirements and Legislation.
— Knowledge of various information management applications and systems.

**Formal Education and/or Certification(s):**
— Minimum: Graduation from an approved college or university with an Undergraduate Degree in Commerce, Business, Accounting or a related field.

**Years of Experience:**
— Minimum: 2-3 experience in financial management and accounting.

**Competencies:**
— Analytical and assessment skills.
— Ability to utilize a variety of information management applications and system.

**Interpersonal Skills**
— A range of interpersonal skills are used to: listen and implement decisions of the finance committee; provide information to key stakeholders; and gain co-operation from others. Must work effectively to gain cooperation from others to provide information to key stakeholders relating to the Municipal Finance Programs. Facilitates the bi-weekly finance committee meetings to make information available regarding funding requests. Listens attentively to implement decisions made by the finance committee. Discusses the program requirements and decisions to stakeholders.

— The most significant contact are with: Departmental Executive and Ministers office to provide frequent information on Municipal Finance funding (i.e. Special Assistance Grants, Municipal Operating Grants); Departmental staff to effectively deliver the funding programs; and local Governments/elected government officials/Banks/Non-Profit Organizations to provide status of funding requests, payments and program information.

**EFFORT**

**Physical Effort**
— Work generally does not result in fatigue requiring periods of rest.
— Constantly required to sit at a desk and perform computer related activities.
— Occasionally required to lift or move objects such as files, binders and/or paper weighing less than 10lbs.
— Occasionally required to stand and walk to deliver information within the Department.

**Concentration**
— **Visual** concentration is constantly required when creating and reviewing electronic documents and files.
— **Auditory** concentration is constantly required to ensure the information is provided as requested.
— Work constantly requires **precision** and coordination in capturing and presenting electronic data.
— Work is subject to occasional **time pressures** and **interruptions** when processing requests from Departmental Executive resulting in a **lack of control over the work pace**.

**Complexity**
— Work involves a series of tasks and activities that are different but require the use of a similar
skills and knowledge.
— Work involves a mix of repetitive/well defined tasks, tasks that are different but related and tasks where limited or no guidelines exist.
— There are limited manuals, policies and procedures available to address typical challenges so the employee may refer to technical advisors or legislation for direction. Where there is a lack of guidelines to address an issue, the position often relies on past practice.

## RESPONSIBILITY

### Accountability and Decision-Making

— Work tasks and activities are highly monitored and controlled.
— Without supervisory approval can enter financial statements into the information management system, provide information to other divisions and clients, perform reconciliations and request necessary information.
— The issuance of funding approvals/rejections are presented to the Finance Committee for recommendation, reviewed by the Director, Assistant Deputy Minister, Deputy Minister and signed off by the Minister.
— Issuances of funding notifications, payments, approval to borrow and changes to policies and procedures require prior approval as do information notes prepared by the incumbent.

### Impact

— Impacts generally affect: staff within the immediate work area and within the department as accurate information reporting is required to make informative decisions; others outside the department but within the organization who require information pertaining to funding programs and its results. (i.e. Public Accounts, Auditor General, Members of the House of Assembly); financial institutions, auditors, Statistics Canada, Newfoundland & Labrador Statistics require information on Municipal Finance; and Municipalities, Local Service Districts, and other groups are impacted by correspondence, advice and payments.
— Work activities impact on processes, systems, information, finances and corporate image.
— Grants, approvals to borrow and the decision making process would be negatively impacted by incorrect information.
— Due to the review process in place and levels of sign off, errors are often detected and corrected.

### Development and Leadership of Others

— Does not have full-time responsibility for the direct supervision of staff but is involved in the development and leadership of staff by providing advice and guidance, feedback, on-the-job training and checking or reviewing the work of others.
— Facilitates Finance Committee Meetings in which funding requests and recommendations are made.

## WORKING CONDITIONS

### Environmental Working Conditions

— Does not require any special precautions or safety equipment.
— Works in an office environment with exposure to some limited undesirable conditions such as unusual/distracting noise and glare from computer monitors.