RM OF WEST ST. PAUL

POSITION DESCRIPTION

POSITION Chief Financial Officer (CFO)	**DEPARTMENT:** Administration
EFFECTIVE DATE September 2025	**DATE REVISED:**
SUPERVISOR: Chief Administrative Officer (CAO)	**SALARY RANGE:** $114,010.33 - $149,968.00

SUMMARY

The Chief Financial Officer (CFO) is a key member of the senior management team, responsible for providing strategic financial leadership and ensuring the effective management of all financial and accounting operations for the RM of West St. Paul. The CFO oversees all financial operations and systems while ensuring compliance with The Municipal Act and other relevant legislation. This role provides financial analysis and advice to Council, supports long-term financial sustainability, and leads the Finance Department with a focus on accuracy, accountability, and continuous improvement.

KEY RESPONSIBILITIES

Financial Operations

- Reconcile general ledger accounts quarterly, and ensure monthly reconciliations of bank accounts and sub-ledgers, including preparation of required journal entries.
- Oversee GST filings and ensure compliance with government schedules.
- Monitor and follow up on tax arrears, preparing documentation for tax recovery properties as per The Municipal Act and RM policies.
- Lead the development, implementation, and monitoring of financial policies, including investment, reserve management, procurement, and risk management.
- Safeguard municipal assets through the implementation of effective internal controls and systems.
- Supervise data control operations, including review of invoices, payroll, deposits, and batch processing.
- Ensure compliance with all statutory and regulatory requirements related to municipal finance, reporting, and audit.

Budgeting & Reporting

- Lead the preparation of annual operating and capital budgets in collaboration with the CAO and senior management.
- Provide strategic financial leadership, advice, and support to the CAO, Council, and senior leadership team.
- Prepare, present, and monitor monthly, quarterly, and annual financial reports for Council and senior leadership.

- Provide financial analysis, forecasts, and recommendations to support effective decision-making.
- Develop long-term financial strategies to ensure sustainability and alignment with the RM's strategic plan.

Audit & Year-End

- Coordinate year-end processes, including preparation of reconciliations, journal entries, and financial statements.
- Support external auditors by providing required documentation and analysis.
- Ensure accuracy, timeliness, and completeness of all financial records.
- Implement recommendations arising from audits to strengthen controls and processes.

Leadership & Supervision

- Oversee accounting operations, including payroll, accounts payable, taxation, accounts receivable, and financial reporting.
- Supervise, schedule, and mentor finance staff to ensure effective and efficient service delivery.
- Conduct annual performance reviews, establish goals, and support staff development and training.
- Provide leadership in decision-making processes and ensure clear and effective communication within the department.
- Delegate tasks appropriately and coach staff to develop technical skills and professional knowledge.
- Ensure compliance with health and safety standards under applicable legislation and RM policies.

Systems & Process Improvement

- Identify and implement improvements to enhance financial systems, reporting, and processes.
- Lead the evaluation, development, and testing of new financial software or system upgrades.
- Ensure accurate and efficient use of financial and information management systems.
- Promote innovation and continuous improvement within the Finance Department.
- Ensure compliance with Public Sector Accounting Standards (PSAS).

Council & Community Support

- Prepare reports, financial analysis, and recommendations for Council, committees, and senior leadership.
- Provide financial guidance and support to internal departments, residents, and external stakeholders with professionalism, discretion, and confidentiality.
- Represent the RM in dealings with auditors, government agencies, financial institutions, and community partners.
- Attend Council and committee meetings as required.
- Act as designate for the CAO when required.

QUALIFICATIONS

- Chartered Professional Accountant (CPA) designation required.
- Post-secondary degree in Accounting, Finance, Business Administration, or a related field preferred.
- Minimum of 5 years of progressive financial leadership experience, preferably in a municipal or broader public-sector setting.
- Experience in long-term financial planning and asset management.
- Proven leadership and people management skills, with the ability to build collaborative, high-performing teams.
- Strong communication, presentation, and interpersonal skills with the ability to explain complex financial concepts to non-financial audiences.
- Proven ability to build effective relationships with Council, staff, and external stakeholders.
- Demonstrated knowledge of municipal financial systems, legislation, and reporting requirements.
- High level of integrity, discretion, and accountability.
- Sound judgment in handling confidential information.
- Analytical and strategic thinking with the ability to align financial planning to organizational priorities.
- Strong problem-solving abilities.
- Commitment to continuous improvement and innovation in financial practices.
- Proficiency in financial software and Microsoft Office applications.
- Valid Class 5 driver's license.

Working Conditions:

- Standard office environment with extensive use of computers and telephones.
- Occasional lifting of office materials (up to 20 lbs).
- Normal workweek of 40 hours, with some evening and weekend work required to support Council and committee meetings, budget sessions, and deadlines.

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Incumbent CAO

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Date