

Municipal Joint Services Board, Lunenburg Region

Position Description: Director of Corporate Services

Title: Director of Corporate Services			
Department: Finance & Corporate Services		Reports to: MJSB COO	
Status:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Summer
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual

Position Summary:

The Director of Corporate Services is accountable to lead, develop, and implement financial, administrative, Board support and central functions of the Municipal Joint Services Board, Lunenburg Region (MJSB). Reporting to the MJSB Chief Operating Officer (COO), the Director of Corporate Services ensures an adequate system of accounting and control is in place, compliant with generally accepted accounting principles. The Director of Corporate Services is accountable for assigned corporate shared services, including all aspects of service delivery as defined by a Schedule to the MJSB agreement for each assigned shared service.

A member of the senior leadership team reporting to the MJSB COO, the Director of Corporate Services also liaises with the Directors of Finance and other Directors for each of the partner municipalities. The Director works closely with the COO and the Board to develop policy direction for MJSB, as well as providing financial advice and recommendations to the Board and Finance Committee.

Responsibilities:

Leadership Responsibilities

- Lead and mentor finance, administration/Board support, waste site scale operations as well as assigned corporate shared services staff

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- Ensure effective operations of all responsible functions, including continuous improvements to meet the needs of the organization
- Plan, assign, review and evaluate work of all staff, adhering to MJSB policies and hiring practices, maintain staffing at appropriate levels, ensure appropriate staff training and development
- Participate as a member of the MJSB senior leadership team, and as requested, fill in as Acting COO

Financial Management

- Establish and maintain a comprehensive set of controls designed to mitigate risk and enhance the accuracy of the company's reported financial performance
- Provide reporting and financial advice to Finance Committee and the Board
- Lead the development and administration of the annual operating and capital budget
- Lead the activities required to support the annual external financial audit
- Oversee and safeguard all financial matters and records management
- Provide effective and efficient MJSB financial & management accounting functions such as AR, AP, PO, cash management, GL and Payroll
- Prepare and analyze interim and year-end financial accounts, produce statutory reports and file the company's taxation returns and related items
- Prepare monthly and quarterly reports, liaising and leading with others to gather forecasts and variance analysis and compiling as appropriate
- Review, implement and update existing accounting, time reporting, payroll and other related systems and introducing new controls where appropriate
- Monitor all organizations' expenditures and where appropriate make recommendations to the COO and Finance & Budget Committee
- Ensure regulatory compliance reporting including Pension and HST filing including all CRA regulations
- Ensure appropriate supervision of bi-weekly payroll run and reconciling benefits deductions with service providers. Administer the company's Group Personal Pension, benefits, and insurance coverage
- Support financial aspects of grant funding applications
- Review and recommend costing models for other shared services, or improvements to existing costing models
- Lead the updating and creating of relevant financial policy documents such as but not limited to Revenue and Receivables Accounting Policies, Investment Policy, Asset Retirement Policy, Expense Policy, Tipping Fee Waiver Policy, Delegation of Authority

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Administration

- Ensure effective and efficient administrative services are provided to MJSB COO, directors and staff
- Lead the development and ensure appropriate administration of MJSB Records Retention Policy and records management system
- Provides legal administration by executing all contracts, leases and agreements and ensuring a tracking system for renewals is maintained.
- Participate as an active member of the Association of Municipal Administrators.
- Translate policy statements into working procedures as they relate to assigned duties and functions, and ensure other departments are assisted in the development of procedures.

Board Support

- Oversee all Board records management including tracking and completion of Board commitments as well as compliance with requirements of Municipal Government Act, other legislation and regulations
- Ensures timely preparation of all Agendas and Minutes/Notes for public and in camera meetings of Council and applicable Committees
- Reviews all minutes/notes for internal consistencies, standardization and accuracy
- Ensures municipal staff are trained in appropriate minute/note taking
- Provides strategic advice and support to the COO in projects related to governance, Board/Committee structure and interpretation of by-laws and policies
- Provides authoritative advice and support at Board and applicable Committee meetings regarding proper Parliamentary Procedures and Roberts Rules of Order
- Ensures all decisions and directives of the Board are acted upon accordingly

Corporate Services

- Develop annual and long term strategic and business plans for corporate services, and assist the COO to lead MJSB strategic planning
- Support the COO to identify, analyze and recommend opportunities for growth and development
- Lead policy direction/development for MJSB; ensure policies are maintained current and relevant

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- Lead MJSB leadership team in developing metrics and KPI's for the tracking and reporting of service delivery
- In conjunction with Directors of Finance and other partner municipality directors, identify opportunities for synergies and collaboration between partner units on financial, corporate and programs and strategies
- Manage the procurement of consultants or other strategic services in the delivery of corporate services, as appropriate.

Working Conditions:

- On-site and remote working are to be expected.
- The incumbent should expect to travel within Lunenburg County on a daily basis to meet with staff at partner municipalities and at MJSB. Travel costs are reimbursed as per policy. Primary locations for meetings are:
 - 10 Allee Champlain Drive, Cookville NS
 - 60 Pleasant Street, Bridgewater NS
 - 493 Main Street, Mahone Bay NS
 - 908 Mullock Road, Whynot's Settlement NS
- Regular hours are Monday to Friday 8:30 am to 4:30 pm (35 hours per week).
- Additional hours will be required periodically depending upon work demands.
- Will need to periodically attend meetings outside of regular work hours.

Reporting Structure:

Reports to: Chief Operating Officer

Supervision: Controller, Accounting and Payroll Clerks
Scale Operator(s)
Corporate Services Staff

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STATEMENT OF QUALIFICATIONS

Certification

- CPA qualification, member in good standing

Experience:

- At least five years' experience in a financial management role
- At least five years' experience in a related leadership role
- Experience with preparing budgets, management accounts and year-end financial accounts
- Extensive experience with and thorough working knowledge of computerised accounting systems and spreadsheets.
- Previous public sector experience is an asset, specifically municipal government experience is preferred

Skills:

- Demonstrated excellent leadership and interpersonal skills
- Proficient at guiding clients to develop cohesive, high-performing teams who are committed to service excellence
- Effective verbal and written communication and presentation skills

Knowledge:

- In-depth knowledge of Public Sector Accounting Standards as well as the Nova Scotia Financial Reporting and Accounting Manual
- Knowledge of applicable legislation such the Municipal Government Act of Nova Scotia and other relevant legislation and regulations
- Knowledge of municipal policies and best practices is an asset

Ability:

- To build effective, supportive relationships with clients in diverse settings
- To assess and understand organizational needs and drive action to achieve them by working closely with partners and clients
- To develop and effectively communicate and guide the implementation of innovative solutions
- To successfully lead others to achieve organization's mission; to lead with impact
- To communicate effectively both orally and in writing, including with staff, the Board and Councils as required

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Personal Suitability:

- Values-driven, caring
- Committed to service excellence
- Continuous improvement mindset, active agent for change
- Builds and maintains effective interpersonal relationships
- Proactive, credible, trusted
- Dedicated, hard-working
- Highly ethical, reliable and accountable
- Displays judgement, tact, and discretion
- Attention to detail
- Adaptable and flexible

CRITICAL ACCOUNTABILITIES

- Human resource management of assigned staff including recruitment, orientation, supervision, mentoring, training, development, succession planning, performance management
- Deliver an accurate, approved annual operating and capital budget to partner municipalities on time as required by the MJSB agreement
- Lead the annual financial audit process and development of accurate annual financial statements on time for partner municipalities to meet timelines required by legislation
- Accurate timely monthly revenue and tonnage reporting with appropriate variance analysis coordinated with all MJSB lines of business
- Accurate timely quarterly financial and business plan reporting with appropriate variance analysis and forecasting coordinated with all MJSB lines of business, and recommendations to the Finance Committee and the Board
- Effective and supportive administrative services provided to MJSB
- Tracking and reporting of Board commitments; timely and accurate agendas and minutes for public and in camera meetings of Council and applicable Committees
- Annual strategic and business plans for corporate services, including key focus on MJSB service enhancement, growth, optimization and opportunities to leverage strengths and partnerships
- Deliver on the annual strategic and business plans for corporate services

Compensation: Group 8, Level will be commensurate with experience and qualifications

