



JOB POSTING – DIRECTOR OF CORPORATE SERVICES

POSTING DATE:	November 1 st , 2023
APPLICATION DEADLINE:	Posting will remain open until position is filled. <i>Only candidates selected for an interview will be contacted.</i>
HOW TO APPLY:	Online at: cao.landon@battleford.ca
JOB STATUS:	Full-Time Permanent

Battleford is a vibrant and growing town that attracts people looking to experience small-town charm and community without sacrificing amenities and accessibility to the city. The Town is a progressive agricultural service centre with a manufacturing section; founded in 1875 as a Fur Trading Post and the first established North West Mounted Police (NWMP) post, Battleford is the oldest community in the Province and boasts spectacular historic sites which have survived the passage of time.

Position Summary:

As the Director of Corporate Services, you will provide leadership and best practice development for the Town of Battleford's corporate functions including finance, internal and external customer service, and communications/social media.

The Director is a team leader with the ability to support, coach, develop staff and positively engage and motivate colleagues in a fully participative and inclusive workplace.

Reporting to the Chief Administrative Officer, as well as collaboration with the management team, the Director of Corporate Services will be responsible for the following:

Financial Management:

- In accordance with Council approved financial policies, oversees the development, and implements cost-effective financial processes incorporating appropriate internal controls.
- Ensures overall operation and integrity of financial systems and accounting records, protection of Town assets and confidentiality of accounting and financial information.
- Keeps up to date on legislation, regulations, accounting standards and funder guidelines/requirements affecting municipal accounting systems, policies, practices and procedures, compensation, benefits, other expenditures.
- Oversees the preparation of regular internal and funder financial and statistical reports including variance analysis as required.
- Works with the Controller in the coordination of the annual audit, working closely with finance staff and the auditors to ensure that the audit schedule is established, the working papers and documents are in order, and the financial statements are complete.



- Works with the management team and staff on issues related to financial results, use of funds and planning of expenditures.
- Provides expert advice, support and policy/legislation to Council, the management team, and staff.
- Prepares annual and long-range financial plans.
- Leads the preparation of the budget development process, and collaborates with the CAO and management team, is responsible for budget development and approval review and dissemination of budget information.
- Ensures appropriate insurance coverage in accordance with policy.
- Responsible for the Towns financial investments, mortgage/loans, in consultation with the CAO.
- Discusses accounting and audit issues with the CAO, Council, and auditors.
- Prepares, reviews, and presents administrative reports to Council and Committees.

Strategic Direction Support:

- Provides support for the development and implementation of new projects and programs (e.g., identifies appropriate staff to take on new work, modifies work plans, negotiates workloads/space/equipment requirements, ongoing problem-solving).
- Provides regular reports/information to the CAO on key issues and activities related to the strategic directions of the Town.

Education, Experience, & Skills:

- University degree from an accredited post-secondary educational institution in Business, Commerce, Finance, Public Administration, or related Municipal experience.
- Certificate or completion of class in Local Government Authority from the University of Regina is preferred. Individuals with experience using Vadim will be given preference.
- Having the designation of a Chartered Accountant would be a highly desirable asset.
- An MBA would also be a highly desirable asset.
- Exceptional ability to lead, coach, and mentor a diverse team while modelling innovation, continuous learning, growth, and improvement.
- Excellent problem-solving skills, including the ability to anticipate issues and proactively respond.
- Excellent communication skills, both written and oral.
- High degree of political acumen, confidence, tact, and diplomacy.

The Town of Battleford offers a comprehensive and competitive compensation and benefits package.