

## TOWNSHIP OF SOUTHGATE

### JOB DESCRIPTION

Date of Update: <b>March 4, 2020</b>	<b>Asset Management Coordinator &amp; Financial Analyst</b>
---	---

#### SECTION A: POSITION DESCRIPTION

##### 1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: William Gott
Job Title: Asset Management Coordinator & Financial Analyst	Supervisor's Job Title: Treasurer
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes  Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Finance
Employment Status: Full Time Salaried Position	Pay Band: 10

##### 2) Scope of Position (A maximum of three sentences.)

The Asset Management Coordinator & Financial Analyst is responsible for leading development, implementation, maintenance, and improvement of the asset management plan and records of assets in accordance with PSAB 3150. Key responsibilities also include creating and maintaining the associated long-term financial plan as it pertains to multi-year budgeting, investments, development charges reporting, grants, and debt management. The position also assists with general finance responsibilities and provides back-up for payables and receivables.

Key Responsibilities	Tasks
<b>Asset Management Planning</b> 66%	<ul style="list-style-type: none"> <li>Leads development, implementation, maintenance, and improvement of the asset management plan</li> <li>Attend asset management meetings, seminars and participates in learning opportunities in order to improve the Township's Asset Management processes</li> <li>Continuously evaluate policies and procedures concerning asset management planning to ensure ongoing improvement and continued compliance with legislation through research of best practices</li> </ul>
<b>Capital Asset Analysis</b> 14%	<ul style="list-style-type: none"> <li>Record and analyze the Township's capital assets and maintains the capital asset register in accordance with PSAB 3150</li> <li>Analyze capital projects and transfers funding from reserve and reserve funds accordingly</li> <li>Analyze and reconcile monthly reserves and reserve funds</li> <li>Prepare capital asset year end working papers, maintain the capital asset register, and record capital asset amortization annually</li> <li>Create and issue monthly internal capital fund reports and distributes to appropriate staff</li> <li>Assists in preparation of a quarterly capital report for Council through discussions with the appropriate department head</li> <li>Prepare and post journal entries as required</li> </ul>
<b>Budget Preparation</b> 14%	<ul style="list-style-type: none"> <li>Create and maintain annual and multi-year budget and forecast template(s)</li> <li>Assist the Treasurer with the annual and multi-year budget process, background facts, figures and estimates</li> <li>Maintain accurate records for multi-year capital budget, reflect changes throughout the budgetary process</li> <li>Update/set-up of new capital projects in Keystone</li> <li>Import and maintain annual budget values in Keystone</li> </ul>
<b>Investments, Cash &amp; Debt Management</b> 2%	<ul style="list-style-type: none"> <li>Calculate investment income on investments held by the Township</li> <li>Maintain letters of credit, security deposits and developer files</li> <li>Coordinate with appropriate banks any changes, reductions, cancellation or issuance of letters of credit</li> </ul>

<b>Grant Administration</b> 2%	<ul style="list-style-type: none"> <li>• Prepare grant applications for capital projects</li> <li>• Prepare and submit grant reports/claim requests to appropriate institutions</li> <li>• Ensure that timelines for grant applications and reporting are met</li> <li>• Communicate with appropriate personnel in order to prepare grant documents</li> <li>• Research potential grant opportunities and make recommendations regarding eligibility</li> </ul>
<b>Other</b> 2%	<ul style="list-style-type: none"> <li>• Act as a backup to the Payables function (input of vendor invoices and generation of cheques)</li> <li>• Act as a backup to the Receivables function (miscellaneous invoicing for all departments, bi-monthly water/wastewater billing, preparation of bank deposits)</li> <li>• Assist with general finance responsibilities and administration</li> <li>• All other duties as assigned</li> </ul>

## SECTION B: SKILLS

### 1) Formal Education and External Training

<u>Highest level required</u> <input type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses	<u>Specific Specialty or Degree? (List)</u> - Must have post-Secondary education at college or university level, or equivalent combination of education and experience in accounting, finance or related field - Working knowledge of fund accounting - Understanding of PSAB 3150 – Tangible Capital Assets - Certificate in Asset Management preferred - A recognized professional accounting designation would be an asset (i.e. Chartered Professional Accountant 'CPA')
Is it a requirement of your job to keep "up-to-date" by reading or taking courses / seminars?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

### 2) Required On-The-Job Training

Tangible Capital Asset / Asset Management systems Municipal accounting software
--

### 3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"><li>Financial experience, preferably with municipal setting</li><li>Asset Management Experience including infrastructure lifecycle models, principles and concepts</li><li>Excellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities</li></ul>	Three [3] years of responsible related experience, preferably in a municipal setting or equivalent education

### 4) Other Key Skills

<ul style="list-style-type: none"><li>Sound knowledge of risk and asset management practices</li><li>Good knowledge of related legislation</li><li>General knowledge of Municipal Government administration and structure</li><li>Basic technical knowledge of infrastructure including roads, storm sewers, sanitary sewers, municipal drains, and water distribution</li><li>Demonstrated judgment and ability to critically assess options within the context if applicable legislation to guide decisions</li><li>Computer literacy and proficiency utilizing Microsoft Office software applications and adaptability to program specific software</li><li>Demonstrated organizational skills to meet strict and time sensitive deadlines</li></ul>
---

### 5) Key Relationships (Contacts)

Internal Contacts	Frequency	Method
Co-workers (my dept.)	Daily	In person, via phone or e-mail
Co-workers (other dept.)	Seldom	
Supervisor (my dept.)	Daily	
Supervisor (other dept.)	Occasionally	
Depart. Head (my dept.)	Daily	
Depart. Head (other dept.)	Frequently	
Staff in other municipalities	Occasionally	
CAO	Occasionally	
Ratepayers	Seldom	
Children/Students	N/A	
Seniors	N/A	
Supplier	Occasionally	

<b>External Contacts</b>	<b>Frequency</b>	<b>Method</b>
General Public (Not residents)	Seldom	In person, via phone or e-mail
Business representatives	Occasionally	
Consultants, Engineers, Planners, etc.	Occasionally	
Auditors	Occasionally	
Solicitors	Seldom	
Funding Organizations	Occasionally	
Government Officials	Seldom	
Boards	Occasionally	
Council (your own)	Occasionally	
Council (other municipalities)	Seldom	
Media	Seldom	
Ratepayers Groups	Seldom	
Other: Specify Below		

## **6) Decision Making**

Works with detailed and complex materials and must exercise judgment in dealing with complex problems relating to day-to-day operations. Makes independent decision on work method and procedures.

## **7) Problem Solving Responsibilities**

Analyze, evaluate and determine a solution with policies and legislation.

## **8) Equipment & Technology Utilized**

Operating systems, Municipal Property Taxation software, Accounting Software, Asset Management Software, Microsoft Office suite

## SECTION C: RESPONSIBILITY

### 1) Program Delivery

Must have thorough knowledge of applicable federal and provincial statutes and regulations of financial reporting methods, and legislation related to Asset Management.

### 2) Impact and Accountabilities

Responsible to the Treasurer.

### 3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

### 4) Material and Information Resources

Maintain accurate information, data and records.

### 5) Financial Resources

This position has access to confidential financial information and is responsible for accurate accounting data entry and reporting.

## SECTION D: WORKING CONDITIONS

### 1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting					X
Standing		X			
Noise Exposure		X			
Adverse Temperature			X		
Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				

### 2) Health & Safety Hazards

Minimal hazards, office environment.

#### Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

### 3) Travel

Travel to training courses and networking meetings as required

### 4) Driving

Minimal

### 5) Mental Environment

Works alone with regular interruptions.  
Dealing with a customer service environment and occasionally unhappy people and deadlines contribute to stress.

## SECTION E: EFFORT

### 1) Mental Effort

Strong mental effort required. Excellent keyboarding skills and intense visual concentration is required.

Deadlines and task management are major components of work effort.

Meticulous attention to detail and accuracy

### 2) Physical Effort

Minimal physical effort required.

Good keyboarding skills. There will be some long periods of data-processing required and occasional long periods of sitting.

Intense visual concentration.

## SECTION F: ADDITIONAL INFORMATION

### Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

**Job Position:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**CAO:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_