



## Rural Municipality of Lac du Bonnet

<b>Job Title:</b>	Finance Officer	<b>Job Category:</b>	Administration
<b>Department/Group:</b>	Municipal Office	<b>Date of last revision:</b>	April, 2026
<b>Location:</b>	RM of Lac du Bonnet	<b>Travel Required:</b>	Not usually
<b>Level/Salary Range:</b>	\$36.07 start rate (2026 collective agreement)	<b>Position Type:</b>	Full Time – 37.5 hours
<b>Reports to:</b>	Assistant CAO	<b>Date posted:</b>	April 13, 2026
<b>Education:</b>	<ul style="list-style-type: none"> <li>- Professional accounting designation (CPA, CGA, CMA) (preferred) or diploma in business administration</li> <li>- CMMA Certificate (preferred)</li> </ul>	<b>Posting Expires:</b>	April 28, 2026
<b>Internal &amp; External posting:</b>	Administration office, <a href="http://www.rmoflacdubonnet.com">www.rmoflacdubonnet.com</a> , local newspaper, AMM, MMA		

### **POSITION SUMMARY**

The Finance Officer reports to the CAO, through the Assistant CAO (ACAO). The Finance officer is responsible for overseeing the full spectrum of municipal financial services including financial planning, reporting, budgeting, payables, receivables and payroll, ensuring compliance with applicable legislation. The Finance Officer works closely with the CAO and Assistant CAO to ensure sound financial management, accountability and transparency across all municipal operations.

### **POSITION RESPONSIBILITIES**

#### **LEADERSHIP**

- Oversee finance staff with the administration of all financial matters including the administrative clerk, senior clerk and the legislative payroll services clerk ensuring all accounts payable, receivables and payroll are meeting deadlines.
- Provides direction and supervision including performance management for finance staff.
- Provide team leadership and ensure staff are fully trained and meet performance standards for job responsibilities.



## Rural Municipality of Lac du Bonnet

- Ensures overall compliance with municipal policies and procedures.
- Adheres to all provincially mandated Municipal financial reporting deadlines
- Act as a back for Legislative Payroll Services when necessary
- Maintain a working knowledge of the roles and processes associated with the Administrative Clerk, Legislative Payroll Clerk and Senior Clerk positions.
- Manage office equipment assets, such as computers and cell phones, ensuring proper tracking, sign-out procedures and adherence to retention schedules.

### **FINANCIAL MANAGEMENT AND REPORTING**

- The Finance Officer is responsible for the administration, control and reporting of all financial and fiscal matters.
- Assists CAO and ACAO to maintain, oversee and develop policies and procedures for all financial management.
- Provides ongoing reviews of financial management programs and systems and recommends new programs, procedures to CAO, and ACAO for consideration.
- Prepare monthly financial statements and bank reconciliations.
- Provide CAO and ACAO with clarification and explanations when required on projects, general ledger reporting and analysis.
- Monitor financial institution cash flows and Municipal reserve accounts including transfers.
- Development of the annual financial plan and operating and capital budget under the direction of the CAO and ACAO.
- Coordinate and support internal and external audits including annual audit preparation, serving as the liaison between the Municipality and auditors.
- Schedule quarterly finance committee meetings with CAO, ACAO and the Director of Public Works to discuss status, issues and challenges and provides recommendations as required.
- Attend budget meetings, finance meetings, or any other meeting as required and/or requested.
- Federal and Provincial grant application coordinator.
- Ensure Municipal software remains up to date and coordinate the resolution of issues within Catalis ERP.
- Lead the coordination of Physical Assets and oversee Asset Management operations in Catalis.
- Manage the preparation and ordering of tax bills.
- Act as the coordinator for Records Management and IT /cybersecurity requirements.



## Rural Municipality of Lac du Bonnet

### OTHER DUTIES

- Respond to requests for information and/or related inquiries for taxation and financial processes
- Perform other duties as assigned by ACAO or CAO
- Provides administrative financial support services to the Assistant CAO
- Assume duties in the absence of the Assistant CAO when requested

### QUALIFICATIONS

#### EDUCATION

- Completion of the Manitoba Municipal Administrative Certificate (CMMA) is preferred
- A professional accounting designation (CPA, CGA, CMA), diploma in Business Administration, or an equivalent combination of education and experience is preferred.

#### EXPERIENCE

- Minimum 2 years' experience in finance or public sector accounting
- Experience with Catalis ERP accounting software
- Minimum 2 years' experience in a supervisory or leadership role

### KNOWLEDGE AND SKILLS

- Strong understanding of budgeting, financial planning and accounting practices
- Advanced proficiency with Microsoft Office, specifically Excel spreadsheets
- Strong analytical and problem-solving skills
- Positive attitude and teamwork philosophy
- Exceptional customer service and communication skills
- Ability to work in a confidential environment

Approved By:	CAO	Date:	April 13, 2026
Last Updated By:	Finance Officer	Date/Time:	April 13, 2026