

## Update

Ministry

Forestry and Parks

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Municipal Coordinator

Current Class

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

KID Chief Admin Offic/Mngr KES

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2024-10-21

Responsibilities Added:

Responsibilities Removed:

Leading the production of the annual municipal budget.  
 Responsibilities surrounding being the FOIP coordinator.  
 Responsibilities of managing KID records outside of the finance office.  
 Legislative clerk responsibilities including communicating with council and attending council meetings.  
 Surplusing agent responsibilities.

#### Job Purpose and Organizational Context

Why the job exists:

The purpose of this position is to ensure that all financial and municipal corporate services are provided and performed within legislated policies and procedures, departmental policies and procedures, and municipal policies and procedures. To ensure that overall administration of the Kananaskis Improvement District (KID) financial management, including

reporting, accounts payable and accounts receivable, are delivered in a proper, efficient and professional manner, meeting expectations of KID Council service levels. This position facilitates all corporate and financial administrative needs for the KID and KID Council. This position is funded entirely through the Kananaskis Improvement District.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

**FINANCE** - This position is responsible for providing all administrative and financial requirements for the KID within established policies, procedures, and guidelines:

- Annual Budgeting: Working under the direction of the Chief Administrative Officer (CAO); - assists in the preparation of the annual budget prior to presentation to Budget and Audit Committee / Council. Prepares monthly Budget Reports, detailed Trial Balance Reports, Accounts Receivable and Accounts Receivable reports and monitors for adherence to set budgets and delinquent accounts;
- Accounts Payable and Accounts Receivable: Ensures appropriate delivery of accounts payable and receivable. Maintaining accurate records, filing, and bookkeeping for all KID financial accounts.
- Prepares and audits all accounts receivables and accounts payable for review / approval / signature and payment. Issues cheques for all KID accounts payable.
- Performs bank deposits;
- Prepares and sends miscellaneous invoices for the KID and Kananaskis Emergency Services;
- Provide recommendations regarding delinquent accounts and other possible un-collectable accounts. Work directly with Alberta Justice and other stakeholder ministries like Forestry, Parks, and Tourism, Municipal Affairs, and Alberta Transportation to facilitate revenue collection;
- Annual Financial Audit: Working directly with the Auditor General of Alberta and its contracted Accountants - help to provide required documentation and respond to all queries as part of the annual audit process; ensures financial statements are prepared within established guidelines and formats;
- Account Reconciliation: Monitor expenditures, ensuring proper account coding on all expenditures, ensuring that goods and services have been received and accounted for by staff, and perform monthly reconciliations all within established policy directives;
- Reconciles monthly bank statements on CCITF and IMPREST accounts;
- Reconciles data entry from monthly contractor reports and enter data into spreadsheets to obtain garbage, water and sewer volumes prior to entering details into financial software for invoicing;
- Payroll services: Prepares Callout Firefighter payroll for payment via Electronic Fund Transfer;
- Processes Honouraria and Expense Claims for KID Council members;
- Financial Management Software: Responsible for all ensuring all updates to financial software are implemented.
- Ensures accurate data entry into the approved custom (Diamond) financial management software system, such as annual approved budget figures, general journal entries, vendor accounts, adjustments to journal entries, and account reconciliation;
- Completes all quarter financial reporting and year end processes in the financial software system.

**ASSESSMENT & TAXATION** - Calculates, prepares and distributes tax notices to ratepayers in accordance with legislated requirements:

- Receives and reviews equalized assessment information from Municipal Affairs and KID assessor Enters information into custom software to calculate respective tax rates for property classifications;
- Receives and reviews requisitions from Alberta Learning and Bow Valley Seniors Housing;
- Calculates municipal, school and seniors housing tax rates required to raise approved amounts so that combined assessments and tax notices can be prepared and distributed in order to meet the operating requirements set by Council.

**ADMINISTRATION & CONTRACTED SERVICES** - Co-ordination and administration of the KID:

- Provides all administrative and office support services to ensure the efficient and effective management and operation of the KID Administration office;
- Maintains all files, filing systems, and all records relating to the KID financial system;
- Responds to complaints, inquiries and correspondence dealing with the general administration of KID.
- Reviews and implements all legislated, departmental and municipal policies and procedures relating to the financial system;
- Provides secure maintenance and storage of records and financial documents. Implements effective information retention and retrieval systems for financial record and audit purposes of the KID;
- Communicates regularly with its residents and ratepayers and provides accurate information to the public and ratepayers as required;
- Prepares, maintains, and monitors all expenditures of Grants.

**COUNCIL:**

- Drafts Agenda's for both Budget & Audit and Council meetings and collates all documentation of meetings for submission to CAO for approval and distribution;
- Researches and prepares background information as required for reports, meetings and / or recommendations;
- Attends all Budget and Audit Committee meetings and records and transcribes the minutes accurately;
- Ensures distribution of the Budget and Audit meeting minutes occurs within ten days of the meeting;
- Prepares and provides Budget and Audit members with all information as required or requested;
- Ensures all correspondence and documents pertaining to Budget and Audit are prepared and distributed in accordance with policies and procedures and are distributed in a timely manner;

**OTHER DUTIES:**

- Other duties as required.

**Problem Solving**

Typical problems solved:

This position ensures that the diverse and essential corporate and financial administrative and operational needs of the Kananaskis Improvement District are provided in a professional, effective and efficient manner. A significant part of this role is to provide guidance, assistance and support to the members of the KID Council. The position must solve daily, weekly, and monthly challenges relating to municipal corporate service provisions, these include; services relating to financial activities, contracted services activities, human resources, asset management activities, assessment and taxation, and emergency services.

Types of guidance available for problem solving:

This position works independently with minimal supervision but within clear guidelines provided by the CAO, and as outlined in the Municipal Government Act and the Kananaskis Improvement District Councilor's Guidebook. The position provides direction to and subject matter expertise to the development and maintenance of a KID Financial Services and Accounting manual.

Direct or indirect impacts of decisions:

Failure to meet operational responsibilities would result in impacts to provision of essential services within the 4200 square kilometers of the KID and all its residents, ratepayers and visitors.

Any disruption of public services and ratepayer discomfort would have serious ramifications regarding user satisfaction and jeopardize the credibility of the Minister, KID Council, and its Administration.

**Key Relationships**

Major stakeholders and purpose of interactions:

KID Council: regular reporting and engagement to ensure corporate services are being delivered per Council direction.

Alberta Parks: numerous internal personnel: managing interdepartmental financial transfers, confirming and collaborating on service delivery / contract management that supports municipal service requirements.

KID Residents and Ratepayers: regular communication and engagement with residents and ratepayers to ensure adequate service provisions per municipal services. Responding to issues, complaints, and ensuring community information is provided throughout the municipality.

Contracted Services: Professional Accountant, Property Assessor: ensure delivery of service provision in accordance with policy, legislation, and timeliness for taxation purposes.

KID Contracted Accountant: ensure delivery of regular financial reporting, trouble shooting of troubling accounts, updates to financial management software and reporting requirements to Council.

Office of the Auditor General: annual work with auditor general and staff to ensure financials meet legislated requirements are presented and reported appropriately and communicating updates to processes and policy.

Municipal Affairs: numerous departments: ongoing information sharing, policy analysis and reporting requirements per Municipal Government Act and Financial reporting for municipal grants.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma	Other		Other

If other, specify:

Two-year Business/Accounting Certificate or Diploma (or similar) is preferred.

Job-specific experience, technical competencies, certification and/or training:

Four years of experience in an accounting or finance related field is required. Each year of education will be considered as a comparable year of experience. Experience in accounts payable, accounts receivable, bank reconciliation, and/or payroll is required. Knowledge of the municipal government procedures and/or public sector experience, specifically in a financial role, will be considered an asset. Applicant must be comfortable learning and navigating software systems as well as have experience using excel to manipulate and analyze data.

The applicant should be strong in both oral and written communication and possess analytical and problem-solving skills. Additionally, the ability to prioritize tasks and assignments, as well as have strong organizational and time management skills. The position requires considerable tact and diplomacy to effectively communicate with residents and stakeholder.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>Engages perspective to seek root causes</li> <li>Finds ways to improve complex systems</li> <li>Employs resources from other areas to solve problems</li> <li>Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<p>The position must engage with residents, stakeholders, and the Budget and Audit Committee regarding invoicing and payments. The process to find fixes to accounting and financial service procedures includes technical research on financial management software, identifying risks to financials if/when re-forecast revenues are impacted by unanticipated events or situations, and bridge resources.</p> <p>Also is a key contact to Risk Management and Insurance, as well as the Office of the Auditor General. Activities performed by the position must support a collaborative environment to achieve desirable results across these stakeholders.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>Identifies alternative approaches and supports</li> </ul>	<p>The position must be able to handle multiple deadlines and priorities while sometimes dealing with heightened residents</p>

		<p>others to do the same</p> <ul style="list-style-type: none"> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>or stakeholders. Uses critical thinking to anticipate deadline issues and risk and is able to communicate about those priorities appropriately.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>The demands on the position are driven by expectations, priorities, and legislated requirements. The position works within a local political environment with high visibility through public disclosure of financial audits. As such, the position must adhere to a high standard of financial reporting, contract management, taxation, and relations with ratepayers.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>This position has the opportunity to build meaningful relationships within the municipal and Parks systems. These relationships will be essential in developing accurate invoicing and future program development, as well as intergovernmental relationships.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> </ul>	<p>This position must collaborate with customers, residents, Parks, and internal departments to disseminate information and solve issues. Written and verbal communication skills will be needed to navigate delicate situations and maintain positive relationships.</p>

- |  |  |  |  |
|--|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul> |  |
|--|--|--|--|

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

--

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

--	--	--

Employee Name

Date yyyy-mm-dd

Employee Signature

--	--	--

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

--	--	--

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature