



Manager, Accounting Services/ Deputy Treasurer (3 Year Contract)

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

This position will cover a parental leave and an additional 18-month contract to continue to assist the Town of Fort Erie as the Acting Manager, Accounting Services. In this position, you will lead and manage accounting and financial systems and processes.

The successful candidate will have:

- University degree in Accounting, Business Administration, Commerce or Economics and a professional accounting designation (CPA/CA)
- Minimum of five (5) years management experience preferably within the Ontario municipal financial context with an emphasis on budgeting and reporting in an automated environment
- Experience in public sector accounting and financial statement disclosure

This non-union management position has an annual salary range of \$101,073 - \$121,287 (2021 rate), based on 37.5 hours weekly. We also offer comprehensive health and wellness benefits.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected
community of choice***

The deadline for receiving application is 12:00 Noon on **Sunday, December 5, 2021**. To learn more about this position and to apply please [click here](#).

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background and criminal record check. Personal information is collected under the *Municipal Act, 2001* as amended to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

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Department: Corporate Services
Division: Accounting Services
Reports to: Director, Corporate Services

Position Objective

To lead and manage accounting and financial systems and processes.

Duties & Responsibilities

1. Oversee, improve and maintain financial systems and processes to reflect best practices, generally accepted accounting principles, Public Sector Accounting Board (PSAB) and Chartered Professional Accountants Canada (CPA) standards and requirements.
2. Ensure compliance by developing and reviewing audit/quality control procedures and policies; monitoring, analyzing and revising entries and auditing transactions.
3. Coordinate quarterly review of financial information for senior management and prepare detailed analysis/projections.
4. Manage/monitor investment and cash balances and returns.
5. Co-ordinate the independent audit and prepare financial statements and information returns.
6. Lead and direct the delivery of accounting and capital assets and programs and policies of the Community Gaming Development Corporation, including mentoring, supervising, scheduling and evaluating unit members.
7. Review payroll entries and processes for financial integration
8. Assist with the preparation and delivery of the Corporation's budget and provide supporting analysis.
9. Provide technical and professional advice regarding existing and emerging PSAB requirements.
10. Monitor and interpret changes in financial processes; provide decision support, and; recommend principles/policies for the Corporation, local boards and other affiliated entities.
11. Research and write business cases and applications for funding programs, coordinated across multiple disciplines/departments.
12. Prepare various reports for senior management, Council and external stakeholders.
13. Act in the absence of the Director, Corporate Services/Treasurer.

Education & Experience

- University degree in Accounting, Business Administration, Commerce or Economics and a professional accounting designation (CPA/CA)

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- Minimum of five (5) years progressive experience preferably within the Ontario municipal financial context with an emphasis on financial reporting in an automated environment
- Experience in public sector accounting and financial statement disclosure

Knowledge

- Applied, technical knowledge of accounting and maintaining financial statements
- Applied, technical knowledge of business applications including report writing tools, spreadsheets and database development
- Technical knowledge of PSAB, asset management and CPA standards and requirements
- Technical knowledge of the Municipal Act, Assessment Act and other applicable legislation, regulations, standards and best practices in municipal finance
- Knowledge of customer service best practices

Skills & Ability

- Demonstrated ability to perform complex problem-solving, research and data analysis
- Demonstrated ability to monitor and analyze variances and report on same
- Demonstrated ability to plan, test, document, implement, analyze and maintain systems and security controls
- Leadership and management skills in a cross-functional environment
- Communication/interpersonal skills
- Partnership building skills
- Project management skills
- Change management skills
- Strategic planning skills
- Self confidence
- Innovative thinking
- The position has access to sensitive corporate information and systems. As such, the incumbent is required to periodically provide a Police Clearance Certificate satisfactory to The Corporation.

Supervision

Supervise accounting, gaming compliance and project team members. Provide specialized, technical guidance to users in a cross-functional environment.

Work Demands

- Mandated changes are evolving
- Works under general supervision with defined objectives and semi-routine instructions
- Considerable attention to detail over long duration
- Multiple deadlines

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- Some overtime
- Typical office conditions
- Errors may go undetected for considerable period and impact long-range planning; could result in costly re-work, lost productivity, damage to internal and external relations, or non-compliant processes/procedures

Position History

The position was modified in 2016 as part of an organizational review.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

This position was updated in November 2021 in advance of a competition.

Chief Administrative Officer

Date