



HIRING MANAGER OF FINANCE/TREASURER

The Municipality of Bluewater is recruiting an energetic full time permanent Manager of Finance/Treasurer who shares our values of teamwork, respect, and commitment. You will be joining a dynamic team of dedicated, professional, and hard-working colleagues, willing to go the extra mile.

This key position reports to the CAO and will be an integral member of the Senior Leadership Team. The Manager of Finance is responsible for performing the statutory duties of the Treasurer as well as leading and supervising the Finance Department directly providing oversight to five employees.

The preferred candidate will have the following qualifications:

- Degree or diploma in a discipline such as Accounting, Finance, Commerce, Business or related field of study is preferred;
- Chartered Professional Accountant (CPA) designation;
- Certified Municipal Revenue Professional (CMRP), Certified Municipal Officer (CMO) and Certified Maintenance & Reliability Professional (CMRP) designations would be considered assets;
- A minimum of five years' experience in a senior municipal accounting or administrative role, or equivalent;
- For a full list of qualifications please check the job description attached.

A vulnerable sector background check must be provided by the date of commencement of employment.

The Municipality of Bluewater offers excellent benefits and a competitive compensation package including OMERS defined benefit pension plan. The annual wage range for this position is \$109,366 to \$136,697 (COLA under review - budget 2023). The Municipality of Bluewater offers the option of a hybrid work model to provide our employees with greater flexibility.

Interested persons please submit detailed resumes to:

Municipality of Bluewater
Jodi Overholt, Executive Assistant
14 Mill Ave.
Zurich ON, N0M 2T0
P: 519-236-4351, Ext. 229
E: joverholt@municipalityofbluewater.ca

Resumes will be accepted until 12:00 pm (noon) on Wednesday, April 5, 2023.

We appreciate the interest of all applicants; however, only those being considered for an interview will be contacted.

The Municipality of Bluewater is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Manager of Finance

DEPARTMENT: Finance

REPORTS TO: Chief Administrative Officer

POSITIONS SUPERVISED: 5

PAY STATUS: Salary (40 hours per week)

Position Summary

The Manager of Finance functions as the Chief Financial Officer for the Municipality. The individual provides for the control, management and efficient and effective administration of the financial accounting and data processing functions of the Corporation in the areas of planning and budgeting, accounting, investment and fund management, asset management, tax and water revenue, risk management, payroll and purchasing.

Major Responsibilities:

Performs the statutory duties of the Municipal Treasurer under the Municipal Act and other applicable Acts of the Legislature.

Prepares, consolidates and monitors the annual capital and operating budgets including future years' forecasts; develops and coordinates the budget process and schedules for all departments; assists department heads in the preparation of their budgets; designs, develops, prepares, presents and receives approval for current, capital, reserve and reserve fund budgets.

Monitors, in cooperation with the CAO and department heads, the budgets approved by Council and ensures these budgets are implemented, administered, and controlled within the required standards.

Provides leadership and direction in the development of short- and long-term financial plans.

Responsible for the establishment and control of all financial and accounting systems/procedures, including cash flow, investment, and trust funds.

Monitors the continual updating of the municipal Asset Management Plan in conjunction with all department heads, ensures that the municipal asset data base is updated as assets are acquired or disposed of and verifies that appropriate financial records are kept for audit verification purposes.

Makes recommendations on the hiring of consultants to assist with/undertake major departmental projects/studies as required; monitors their work and administers/oversees the administration of the agreements in accordance with Municipal by-laws, policies, and procedures.

Maintains awareness of cost sharing arrangements, subsidies, and grants, and advises Council of their applicability.

Provides oversight for payroll, accounts payable, accounts receivable, utility and tax billing and collection.

Provides advice and assistance to Council, the CAO and department heads as required regarding financial issues.

Assists in the preparation of by-laws pertaining to finances.

Continually reviews financial control systems to ensure accordance with accepted accounting principles, policies and provincial legislation and reports the financial position of the Municipality to Council.

Provides oversight for the corporate payroll function.

Develops long- and short-term goals and objectives and capital investment and cash management strategies for the Finance department for approval by Council.

As part of management team, creates revenue generation and expenditure reduction plans. Negotiates all investments on behalf of the Municipality.

Directs the development and preparation of policies, procedures, and systems necessary to ensure effective controls are in place to protect financial affairs of the Municipality.

Ensures confidentiality of documents in accordance with MFIPPA.

Ensures required insurance coverage is in place for the Municipality and oversees the corporate risk management process.

Ensures reserve and reserve fund activity is tracked and recorded.

Member of the Emergency Control Group and an active participant in municipal Emergency Management planning.

Supervises staff and oversees the supervision of all staff within the Finance Department.

Conducts performance management/review, assists staff by coaching, recommends training for staff development, implements health and safety policies and procedures.

Understand and comply with the Occupational Health and Safety Act regulations and be prepared to be a member of the Joint Occupational Health and Safety Committee if required.

Administrative/Management Duties:

Oversees the Administration front office operation ensuring adequate department coverage and a minimum staff compliment is maintained throughout the day.

Develops a streamlined system of financial reporting for use by Council, CAO, and department heads.

Reports to Council quarterly or as required on actual/budget results and projections.

Attends Council and Committee meetings as required.

Represents the Municipality at meetings and seminars arranged by various municipal associations and provincial ministries as they pertain to finances.

Develops and administrates effective financial and cash management systems.

Ensures the timely payment of invoices to avoid penalties and ensures accounts receivable are collected in a timely fashion to facilitate cash flow.

Protects the Municipality's credit ratings through correct accounting controls, investments and debt management procedures and provides financial input to Ontario Municipal Board applications.

Assists in the preparation of all money, borrowing and debenture bylaws for the approval of Council in conjunction with other department heads and the solicitor as required.

Prepares working papers and various schedules leading to the production of annual municipal statements on a timely basis.

Cooperates with the auditor regarding yearly or interim audits and ensures all necessary information and documents are available so that they can be completed.

Responsible for the preparation of year-end closing and adjusting journal entries.

Responsible for the maintenance of all relevant accounts payable, accounts receivable, tax ledgers and payroll systems and observes all procedures necessary for the flow and handling of cash, calculations, posting, banking operations and reconciliations.

Is a member of the Senior Leadership Team.

Performs other duties as assigned.

More Details:

Significant complexity and judgement are required for the decisions made.

A great deal of ingenuity and creativity is required to provide services in an effective and efficient manner.

Creates or revises procedures and programs in response to legislative changes regarding Asset Management, Accounting Standards, Employment Standards, or AODA.

Oversees the budget process by providing direction, assistance and information to Managers for development of individual departmental budgets.

With the CAO, reviews departmental budgets, makes recommendations to Managers and develops options for Council's consideration.

Prepares public budget documentation and the necessary rating by-law.

Provides budget updates to Council showing year-to-date budget to actual and variances.

Requires the safeguarding of confidential information and data such as payroll information, employee personal information, status of property taxes, identity of delinquent accounts and some legal information.

Supervises three staff directly and two indirectly and provides advice/guidance to other staff members as well as the Management Team and members of Council regarding financial and procurement matters.

Qualifications:

A university degree in business and/or accounting.

An accounting designation.

Certified Municipal Revenue Professional designation is an asset. A minimum of five years' experience in a senior municipal accounting or administrative role.

Skilled in current software programs, including municipal finance and budgeting software (Great Plains, WorkTech Pearl, Qwestica).

Knowledge of accounting procedures and processes and municipal operations, especially as they relate to taxation.

Excellent communication, interpersonal, public relations, organizational and time management skills, including the ability to meet deadlines, to function well under pressure, proper telephone etiquette, and to work effectively as a member of a team.

Ability to mentor and train staff members.

Must be bondable—clear criminal background check.

Working Conditions:

Work is in an office setting. May be required to sit for long periods (i.e., Council meetings).

Frequent interruptions to provide advice and answer inquiries.

Requires individual to be flexible, able to respond quickly to Council requests, interpreting and responding to the needs of Council, CAO, department heads.

Regularly required to work beyond normal hours for meetings, etc.

Approvals:

Incumbent

Date

Manager

Date