



2297 Highway 12,
PO Box 130
Breachin, Ontario L0K 1B0
p.705-484-5374
f. 705-484-0441

| | |
|---------------------|--------------------------------------------------|
| Job Title: | Manager of Financial Services / Deputy Treasurer |
| Department: | Financial Services Department |
| Reports To: | Director of Financial Services / Treasurer |
| Salary Range | Band 11 (2023), 35 hours per week |
| Last Update: | October 27, 2022 |

Job Summary:

To assist all department heads with financial and analytical reporting, costing/scenario modeling for budget purposes and other financial analysis. Responsible for ensuring Asset Management, including Tangible Capital Asset Accounting and Asset Management Planning are completed in accordance with legislative requirements, Council policy and industry best practices. Provides assistance to the Director of Financial Services / Treasurer and the organization with the development and operation of the Township's financial reporting and procedures.

Primary Duties and Responsibilities:

1. Assist in coordinating budget discussions with Department Heads, gather compile and ensure accuracy of budget figures entered for all departments. Assist the Director of Financial Services / Treasurer with the preparation and the delivery of the long term financial plan and annual operating and capital budget to Council.
2. Provide support and guidance to all departments and the Library Board in the management of their budgets including the review of budget to actual variances, and review of financial information to ensure accurate and timely identification of significant variances and reporting by departments to Council/Library Board as required.
3. In collaboration with the Director of Financial Services / Treasurer, monitor and manage revenues and expenditures for the Township.
4. Responsible for the monthly accounting processes for all departments. (general ledger reconciliation, journal entries, internal audit).
5. Assist the Treasurer in the preparation of year-end working papers, the draft financial statement and financial information return (FIR) in conjunction with the Municipal Auditor.
6. Assist department heads and the Director of Financial Services / Treasurer with analyzing the financial/budget impact of projects or purchases including performing cost/benefit analysis to provide information for Council reports.
7. Prepare and present financial plans, budget variance reports and year end reports to Council.
8. Provide advice and guidance to staff in Treasury and other departments for recording accounting transactions based on generally accepted accounting principles.

9. Monitor expenditures eligible for Development Charges funding, calculate funding requirements and prepare journal entries. Prepare annual summary for Development Charges as required by legislation.
10. Responsible for the maintenance and supervision of all Tangible Capital Asset Accounting, amortization schedules, full accrual Accounting and inventories. Completes all schedules on the Financial Information Return relating to Asset Management.
11. Keep abreast of maintenance and construction projects in regards to asset management (condition assessments, service levels, lifecycle cost analysis and identification of municipal funding sources).
12. Responsible for the development, accuracy and maintenance of computerized financial and accounting reports (i.e. spreadsheets and system generated reports) to provide financial information to departments and outside agencies.
13. Assist the Director of Financial Services / Treasurer in the Annual Audit including the preparation of year-end adjusting journal entries, reconciliation of general ledger accounts, year-end working papers.
14. Complete certain schedules of the Financial Information return for the Ministry of Municipal Affairs.
15. Assist the Director of Financial Services / Treasurer with the research, creation, revision and adoption of organizational policies and procedures (i.e. procurement, management of reserves, infrastructure fees, and tangible capital assets).
16. Assist in the identification, preparation and submission of grant applications. Responsible for gathering, tracking and entering project information (i.e. Federal Gas Tax, Ontario Community Infrastructure Fund). Responsible to coordinate with other departments to ensure reporting requirements are met in accordance with the Municipal Funding Agreements (project scope, signage etc.).
17. Responsible for the annual review of insurance schedules to ensure completeness and values used are reasonable. Update property and equipment schedules to reflect current operations and replacement value. Work with our broker to ensure that the Township is taking a proactive approach to Risk Management.
18. Create and update annual summaries of debt payment information used for budgeting and annual reporting. Prepare cheque requisitions and journal entries for debt payments for a variety of debt schedules.
19. Assist the Director of Financial Services / Treasurer and Other Department Heads with special projects requiring research and development as well as detailed financial information and analysis of a variety of data, as required. i.e. rates study, municipal financial software.
20. Assist with the presentation of operating and capital budget.
21. Assist with the preparation of budget variance reports for the presentation to Council and monitor actual versus estimates throughout the fiscal year.
22. Prepare the report to Council regarding the amount of the write offs prior to the public meeting.
23. Manage customer relations by responding to inquiries, issues and concerns from Council, ratepayers, departments, other levels of government, external agencies,

etc. and provide interpretation, guidance and additional information, as necessary.

24. Organize tender opening committee and oversee formal opening process.
25. Analyze submitted tenders after opening to ensure all requirements are met.
26. Compile tender data in spreadsheets to analyze year over year costs.
27. Receive requests, obtain estimates, update records, initiate paperwork and follow up on requests for approval of work not previously covered in the contract and process and obtain approval of contract changes.
28. Assist in the preparation and review of tenders and quotations.
29. Other duties as assigned

Supervisory Responsibilities:

- None

Education, Experience and Qualifications:

- Must have a minimum of a three year post-secondary education in the field of Business Administration/Accounting, however a University education would be considered an asset.
- Five to Seven years relevant accounting experience, with advanced excel experience and the ability to create complex formulas.
- Thorough knowledge of accounting principles and practices and Public Sector Accounting Board (PSAB) standards.
- Knowledge of accounting principles and practices including strategic and financial planning and budget variance analysis.
- Must have the ability to conduct detailed and/or non-structured analysis with minimum supervision within tight deadlines.
- Must demonstrate advanced analytical, consultative and problem solving skills with the ability to develop and recommend effective solutions.
- Must possess excellent interpersonal skills with the ability to communicate both orally and in writing with all levels of staff and Council in an efficient, diplomatic and understandable manner.
- Must have advanced working knowledge of computerized financial applications; proficiency in MS Office (Word, Outlook, Excel, Power Point)
- A valid Ontario Driver's License is required and applicants will be required to submit a Criminal Reference Check in order to pass their probationary period.
- Experience preparing, reviewing, and opening RFP's and RFQ's would be considered an asset
- Working knowledge of municipal infrastructure and capital asset management plans would be considered an asset

Preferred Certifications:

- To hold or to be in the process of obtaining a CPA (Chartered Professional Accountant) designation would be considered an asset

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. There are other duties and responsibilities that are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.