



**The Corporation of the County of Bruce
requires a
Business Manager – Temporary Full Time (12 Months)**

Bruce County is seeking a dynamic Business Manager to join the Human Services team based out of the Walkerton office. Reporting to the Director of Human Services, the Business Manager is responsible for the supervision of administrative support staff and management of all administration functions that they perform. The Manager provides financial and business acumen to the Ontario Works, Children's Services and Housing Programs of the department while adhering to corporate policies and procedures and provincial ministry guidelines from three different ministries.

Knowledge and Skills:

- University degree in Accounting, Commerce, Business Administration or in a related field
- Five years of previous experience in financial administration or in a related field
- Two years of previous experience of supervisory or managerial experience
- Sound analytical thinking, planning, prioritization, and execution skills
- Effective leadership skills, with a strong focus on mentoring and motivation of employees
- Ability to delegate, set expectations, and monitor progress of all direct reports
- Ability to plan, organize, develop, implement, and interpret goals, objectives, and policies
- Demonstrate attention to detail and accuracy
- Proficiency in Microsoft Office programs

Assets

- CPA designation
- Experience with SAMS (Social Assistance Management System), Asyst or EFIS (Education Financial Information system)

Interested applicants should review the entire job posting, and then apply online at www.brucecounty.on.ca, following the outlined process. Deadline for applications is **12:00 midnight on Sunday March 1, 2020.**

Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.

The Corporation of the County of Bruce is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

We thank all applicants in advance, but regret that only those selected for interviews will be contacted.