

About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. **#BeTheReason**

JOB POSTING

JOB ID #: 19132

Business Administrator
Corporate Services
Financial Planning Administration & Policy
Various Locations

NUMBER OF VACANCIES: 3 Full-Time Temporary

UNION/NON-UNION: Non Union Management Professional

HOURS OF WORK: 35.00 per week

GRADE: 6

SALARY/HOUR: \$44.762 - \$52.350 per hour

Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

STATUS/LENGTH: Up to 12-24 Months

JOB DESCRIPTION ID #: 2748

VACCINE VERIFICATION – As a condition of employment, you are required to provide proof that you are fully vaccinated, or provide proof of valid exemption, satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

SUMMARY OF DUTIES

Reporting to the Manager, Finance and Administration, oversees the coordination of Finance and Administration services to internal and external clients through the effective supervision and leadership of staff engaged in the coordination and provision of budget, accounting and other financial/administrative services. Delivers the best practice and cost-effective Finance and Administration support services that meet mandated service level agreement, City and other legislative guidelines/requirements to multiple program and service areas with varying requirements and objectives.

GENERAL DUTIES

Oversee the coordination of Finance and Administration support services to internal and external clients by:

- Coordinating the preparation and timely submission of Provincial/Municipal financial and statistical reporting data including annual budget service plans, quarterly year-to-date variance reports, annual, quarterly, monthly settlements and other ad-hoc submissions as required.
- Coordinating the timely processing of financial transactions including vendor/supplier payments, accounts receivable, cash handling, time entry, etc. to ensure the integrity and timeliness of financial data/transactions
- Coordinating the formulation of payable schedules relative to program specific service contracts ensuring the integrity and timeliness of financial transactions/data
- Reviewing and approving journal vouchers, purchasing requisitions, accounts payable payments, accounts receivable and other processing documents for general ledger processing
- Coordinating the preparation and ensuring the accuracy of journal entries and requests for information by assisting with analyzing accounts and reporting on variances as required. Assists with preparation of variable explanations with information received from program staff
- Assisting with ensuring the integrity of the general ledger through variance analysis and review and appropriate approval of account reconciliations
- Liaising with Divisional Program Managers and Directors as appropriate regarding Finance and Administration support matters. Attends Divisional management team meetings, responds to inquiries and makes presentations and/or provides information as required
- Liaising with external clients to determine needs/requirements including other levels of government and external working groups. Develops and maintains relationships with external funding agencies; and
- Coordinating the Division's day to day needs with respect to information technology and human resource management processing requirements and transactions

Supervise staff engaged in the coordination and provision of budget, accounting and administrative services for specific client groups according to service level agreement requirements by:

- Hiring, orienting, training, supervising, evaluating and disciplining staff on a day to day basis
- Determining and ensuring appropriate training and recommending development opportunities
- Approving requests for time off and monitoring absences according to corporate guidelines and to ensure appropriate service levels
- Revising staffing levels/configurations and making recommendations to more effectively service client departments including considering physical space requirements, work flow and workload
- Ensuring financial controls are in place and staff are following policies and procedures
- Developing, monitoring and implementing financial/administrative procedures to ensure accurate and timely financial reporting
- Ensuring that employees are provided with and use the appropriate equipment, material and information resources; and

- Ensuring that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures

Prepare work plans in response to corporate timetables for budget and year-end and monthly processes. Assist with the formulation and compilation of the annual current and capital budgets and reserve forecasts for the client department.

Work with other Business Administrators on projects and issues common to the department as a whole.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

Advanced knowledge of accounting procedures normally acquired through the completion of a University Degree in Business Administration, Commerce, Economics or a professional accounting designation; or an equivalent combination of education and relevant work experience.

Demonstrated supervisory experience required with significant experience with financial controls and major enterprise financial/statistical systems.

Must have experience working in a computerized accounting environment. Experience in the finance/accounting section of a large unionized and highly diversified public or private sector organization would be an asset. Must be computer proficient and have the ability to integrate automated and manual computerized programs.

Must have thorough knowledge of Generally Accepted Accounting Principles and Practices including knowledge of budgeting, accounting and finance processes and practices.

Excellent interpersonal and communication skills with the ability to deal diplomatically with all levels of management, staff and public.

Developed analytical, mathematical, statistical and problem-solving skills with the ability to review and analyze legislation, agreements and/or program documents.

Must have proven planning, organizational and time management skills.

Familiarity with and the ability to understand municipal legislation.

Must be able to work/act independently and in a team environment with the ability to manage multiple assignments and operate within tight time restrictions.

Knowledge of Municipal Fund Accounting principles and practices, internal control procedures, policies and practices and government financial reporting regulations, guidelines, policies, etc. would be an asset.

Knowledge of human resource management processes and the collective agreement would be an asset.

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Please apply on or before: Wednesday, December 7, 2022 at 11:59pm at www.hamilton.ca/careers and reference Job ID: 19132.