



EMPLOYMENT OPPORTUNITY

Accounting Supervisor Financial Management Services

THIS IS A TEMPORARY POSITION FOR APPROXIMATELY FIFTEEN (15) TO EIGHTEEN (18) MONTHS

Summary:

Reporting to the Associate Director, Financial Management Services (FMS), the Accounting Supervisor is responsible for the day-to-day operation and supervision of the City's Accounting Services division, which includes all aspects of Accounts Payable, banking functions, and organization, control and maintenance of the City's General Ledger system. This position liaises with all departments across the corporation to ensure timely and accurate payment to vendors, manage and reconcile bank transactions and accounts, ensure adherence to policies and procedures especially related to internal controls, ensure compliance with commodity tax legislation, and is operational lead for annual audit and financial reporting functions.

Duties and Responsibilities:

(These set out the principal functions of the position and shall not be considered as a detailed description of all the work requirements).

- Supervise, plan and coordinate the activities of the accounting team. Supervision of operational work assignments, approval of journals, providing direction on priorities and discipline, and performance evaluations of staff.
- Prepare monthly financial reports through the creation and approval of journal entries and reconciliations and the production of internal financial reports.
- Responsible for a variety of accounting functions including but not limited to; reviewing, approving, or preparing journal vouchers, credit card purchases, authorizing cheque preparation, banking-related duties, general ledger reconciliations, operating account analysis for month-end and year-end closings pertaining to all financial sub-systems as required.
- Research and develop financial policies, procedures and internal controls based on best practices.
- Perform ongoing reviews of internal financial controls, procedures, policies, and adherence to Generally Accepted Accounting Practices (GAAP), Public Sector Accounting Board (PSAB) and Municipal Act Requirements in compliance with external auditor reviews. Including the on-going management and interpretation of PSAB accounting and financial reporting requirements, along with changes to federal and provincial legislation and regulations.
- Provide advice and guidance to all City Divisions, the Associate Director, and Chief Financial Officer/City Treasurer on PSAB accounting, financial reporting requirements, controls, legislation, regulations, programs, best practices / procedures, new developments and sales tax-related issues.
- Operational Lead in preparing consolidated financial statements including year-end working papers and Financial Information Return, with support from the Associate Director, FMS.
- Review Financial Information Return Schedules (Provincial Reporting) and working papers completed by staff and prepare more complex schedules and working papers. Consolidate Financial Statements of subsidiaries, including Library, Performing Arts Centre, Airport and Business Improvement Associations.
- Prepare report Council for approval of financial statements.
- Responsible for monitoring and maintaining banking agreements.
- Review all account summaries and reconciliations for accuracy and completeness.
- Coordinate and support merchant banking agreements and operations.
- Provide assistance and support to the Associate Director, FMS in the preparation of reports and quarterly and year end variance analysis for various Council, Committee and Board Meetings.
- Perform all other job-related tasks or special projects as directed.

Position Requirements:

- University Degree in Business Administration, Accounting, Finance or related discipline.
- Must possess a recognized Chartered Professional Accounting (CPA) (CA; CMA; CGA) Designation in good standing.
- Five (5) years' experience in municipal finance, public sector Financial reporting, accounting/analytical and/or audit experience. Experience must include supervising staff, union and/or non-union members.
- Completion of the AMCTO, Municipal Accounting and Finance Certificate is considered an asset.
- Completion of MFOA's Municipal Finance 101 is considered an asset.
- Excellent knowledge of Public Sector Accounting Standards (PSAB) and HST legislation as it applies to municipal and public sectors.
- Excellent knowledge of municipal accounting practices and procedures.
- Demonstrated knowledge and use of Excel, including pivot tables and "if" statements.
- Strong knowledge of legislation at municipal, provincial and federal levels, in particular the Municipal Act 2001 related to property taxation, water utility billing and user fees.
- Proven ability to organize, lead and mentor staff.
- Ability to set priorities, meet deadlines and manage work demands individually and for the team.
- Strong and effective research, analysis, problem-solving and conflict resolution skills.
- Well-developed interpersonal, communication, negotiation and conflict resolution skills.
- Ability to work in a team environment, liaise with key internal and external stakeholders and to function effectively with minimal supervision.
- Strong computer skills including prior use of MS Team, Word, Excel, PowerPoint, and SharePoint.
- A demonstrated commitment to enhancing a safety culture through effective management with the goal of achieving a healthy and safe operation.
- Proven completion of Ministry of Labour Supervisor Health and Safety Awareness training.

Salary Range: Minimum \$84,483 annually; Maximum \$105,604 annually

Expected Work Location: 50 Church Street City Hall (eligible for some remote work)

Hours of Work: 35 hours per week

Applications will be accepted online at www.stcatharines.ca/jobs.

Applications received any other way will not be accepted.

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.