

Manager, Accounting Services

Reference #J0224-0124

Financial Services

Non-Union, Regular Full-Time

\$100,666 - \$125,823 per year

35 hours per week

Closing Date: March 19, 2024

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah- nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. Kingstonians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members *2SLGBTQIA+ communities, to apply.

Position Summary

Reporting to the Director, Financial Services, the Manager, Accounting Services, provides leadership and accountability in financial management and ensures internal controls are operating effectively. This position will oversee corporate accounting operations and transaction processing, including general accounting, accounts receivable and accounts payable, and will provide general accounting advice to the organization.

The Manager, Accounting Services will be responsible for optimizing corporate financial processes and for the administration of the city's financial management system. This position also leads the corporate financial technical support team in implementing and integrating financial technologies to support the business activities of the corporation.

The Manager supports the department's strategic planning, budget development, workforce planning, and staff development and collaborates with internal and external stakeholders to build working relationships that are mutually beneficial.

Key Duties & Responsibilities

- Ensure the integrity of the accounting and financial reporting of the corporation to be in accordance with generally accepted accounting principles and Public Sector Accounting Board (PSAB) standards and other legislative requirements:

- Develop and implement comprehensive accounting and financial reporting practices, policies and processes that include strong internal controls
 - Ensure a disciplined accounting closing and reporting process for timely and accurate internal and external financial reporting on an established timeframe
 - Ensure accuracy of financial records to be relied upon by staff in the preparation of financial analyses, through reconciliations of recorded balances, activity analyses and established review procedures
 - Ensure proper design, operation, and maintenance of the general ledger, including department assignments, system access, and segregation of duties
 - Oversee accounting functions including banking administration, external financial institutional relationships, and internal financial controls
 - Responsible for administration of the corporate financial management system including budget and resource planning, system upgrades and investment.
- Support the strategic direction and implementation of financial technology projects, providing finance expertise for system assessments, upgrades security reviews, and system enhancements:
 - Recommend and assist in facilitation of effective processes for ancillary financial accounting systems that will integrate with financial management system
 - Develop corporate financial policies and procedures:
 - Provide innovative changes to departmental and corporate processes that leverage technology, continuous improvement and excellence with the outcome of creating efficiency, creating capacity, and delivering budget savings
 - Facilitate the implementation and regular review of business processes for effective controls and efficiencies
 - Provide business decision support to customers
 - Responsible for regular and ad hoc reporting to internal and external audiences:
 - Support year-end audit preparation including preparation of year-end financial statements and other external reporting requirements
 - Develop and review reports (Council reports and internal memos) and deliver presentations internally and to council and committees as required
 - Attend Council meetings and provide support to the City's committees as required
 - Responsible to ensure effective staffing for the division through recruitment, selection and training processes and provide direct supervision, mentoring and development to staff
 - Other duties as assigned:
 - Assist the Director, Financial Services with various special projects as required. In absence of Treasurer or Deputy Treasurer perform those duties where necessary.

Qualifications, Competencies

- 3 year diploma in Business or a related field
- University degree in Finance, Business or a related field an asset
- 5 years of leadership experience in a variety of accounting, and financial management areas (preferably in a unionized environment)

- Experience with financial management systems experience (including testing, system integration, business process development and system implementation) an asset
- Professional accounting designation (CPA)
- Must demonstrate corporate competencies: Customer-Focus, Results Orientation, Integrity, and Teamwork

Skills, Abilities, Work Demands

- Ability to anticipate, understand and respond to the needs of internal and external customers
- Ability to liaise with and build relationships with internal and external stakeholders.
- Highly developed analytical and research skills with the ability to formulate solutions to complex issues
- Ability to think strategically and deliver results
- Ability to manage financial, human and physical resources
- Ability to evaluate the effectiveness of decisions and the application of control and management processes
- Strong leadership and team building skills, with the ability to prioritize, mentor and manage a team
- Ability to lead and motivate staff and provide guidance on strategic, operational and technical matters
- Required to obtain and maintain a satisfactory criminal record check

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

[CLICK HERE TO APPLY](#)