



DEPUTY DIRECTOR OF FINANCE & DEPUTY TREASURER

(Financial Services Department)

(Competition No.: FIN-2024-01)



Posting Date:	June 4, 2024	Closing Date:	June 21, 2024
Department:	Financial Services	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Pension Entitlement:	Yes – Employer Matched Contributions
Salary Level 110:	\$116,702-\$145,878 (2024)	Union:	Non-Union

Reporting to the Director of Finance & Treasurer, the Deputy Director of Finance and Deputy Treasurer will be responsible for the following duties and will be required to perform the statutory duties of the Deputy Treasurer as defined under the Municipal Act.

DUTIES:

- Co-ordinate the preparation of the annual Financial Information Return and Financial Statements for the City and liaise with auditors.
- Supervise the preparation of all the various working papers, backup, etc. in order to do the year-end work and allow the various auditors to review the same.
- Supervise the collection and data management of the City's tangible assets per PSAB 3150 standard and asset management regulations to ensure all standards are being met.
- Responsible to act as a liaison between the insurance provider and City staff on all risk management issues.
- Assist the Director of Finance in providing assistance to various departments with their financial needs such as budget variance analysis, capital planning, financial analysis, etc.
- Assist the Director of Finance in the preparation of the annual budget estimates and rates of taxation.
- Responsible for arranging all banking services for the Corporation as well as preparing and monitoring annual cash forecasts.
- Supervise the activities of the Corporate Asset Management Co-ordinator, Financial Analyst/Project Accountant, Assistant Accountant and Accounts Payable Clerk.
- Update and maintain an adequate knowledge of changes in Federal and Provincial policies on all matters pertaining to the operation of the Finance Department as well as other Municipal Operations in general.
- Act as the Financial Service Department's representative on various City Committee's and/or other municipal and provincial Committees as required.
- In the absence of the Director of Finance, assume their duties and responsibilities in the operation of the Finance Department.

QUALIFICATIONS:

- Post secondary education or university degree in Commerce, Finance, Public Administration or Business or a related discipline as well as a CPA professional accounting designation required.
- Management-level finance experience is required.
- CMO/AMCT designation, Municipal Tax Collector's course and Municipal Accounting Course would be an asset.
- Thorough knowledge of financial, purchasing, accounting and auditing principles and practices, applicable legislation/regulatory standards, investment and debt management, provincial grant processes, property taxation, budget formulation, capital planning, local government functions and responsibilities.
- Strong leadership skills with the ability to manage and mentor.
- Proficiency in all Microsoft Office and financial management applications.
- Dynamic and outgoing individual who is a team player and dedicated to public service.
- Current and clear Criminal Record Check.

All applications must be received in the Human Resources Department by **4:00 pm** on the closing date of **June 21, 2024**.

Via Email : human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.