

Town of Caledon

make a difference



Job Title: Manager, Financial Planning & Analysis/Deputy Treasurer

Closing Date: August 6, 2024

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Treasurer, this role is responsible for handling all of the financial affairs of the municipality in accordance with the Treasurer's direction and the Municipal Act, making changes in financial policies and programs as appropriate. You will support all departments in the financial planning and budgeting process.

You will be responsible for overseeing 8 direct reports and manage Caledon's total budget of approximately \$145 million. As the Manager, Financial Planning & Analysis/Deputy Treasurer, you will perform the following duties, including but not limited to:

- Leads the preparation of the annual and long-term capital and operating budgets including reviewing and analyzing departmental budget requests for reasonableness, accuracy and assessing the effects on the municipal tax rate.
- Co-ordinates and prepares the annual and long-term capital and operating budgets including reviewing and analyzing departmental budget requests for reasonableness, accuracy and assessing the effects on the municipal tax rate.
- Reconciles headcount and payroll (salary/wage) information for the current year and develops models to project future year salary and benefit costs.
- Responsible for the distribution, co-ordination, analysis and reporting of operating variance analysis/year-end projections, on a monthly basis for internal management reporting and on a Tri-annual basis for formal reporting to Council.
- Responsible for reporting on capital project status.
- Responsible for the accounting of tangible capital assets (TCA) and works with the Manager, Accounting to ensure all statutory obligations and Public Sector Accounting Board (PSAB) are met.

- In consultation with the CFO and Treasurer develop the annual budget presentation and provide budget support at Council and Leadership Team, including budget compilation, budget model calculations and presentation of budget.
- Prepare supportive analysis, research and recommendations to support the Treasurer/CFO/CAO in their decision making.
- Attend Council, Leadership Team (LT) or any other internal or external meetings (i.e., municipal, government agencies) in place of or as directed by the Treasurer.

The Ideal Candidate

We are seeking a knowledgeable professional with a post-secondary degree in Accounting, Finance or a or a closely related field. Our ideal candidate has a minimum of five (5) years' hands on experience in municipal financial planning and three (3) years of municipal financial planning leadership or supervisory experience. The successful candidate must have their CPA designation.

The ideal candidate will have demonstrated the ability to make decisions involving long-term strategic policies.

We are seeking an individual with superior interpersonal skills including the ability to work effectively in a team environment, as well as a demonstrated ability to work independently, lead policy changes and steer corporate decisions, and the ability to manage/oversee budget with some advice and direction for the Division/Department.

The successful candidate for the Manager, Financial Planning & Analysis/Deputy Treasurer will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$107,888.29 - \$132,218.17 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **August 6, 2024, 12:00PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.