



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Supervisor, Financial Services

Posting Number: 005055

Department: Corporate and Finance Services

Branch: Finance Services

Location: City Hall

Posting Start Date: 2024/10/22

Posting End Date: 2024/10/31 by 4:30p.m.

Employment Group: Exempt

Salary Grade: P-\$104,581 - \$123,037 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Manager, Financial Services, the Supervisor, Financial Services will co-ordinate the overall performance, management and efficient operation of the Financial Services including hiring, managing, training, coordinating work of staff and monitoring performance. Including management of operations relating to Accounts Receivable, Accounts Payable and Treasury with support of Corporate Insurance, Internal Audit and Financial Systems Development.

Responsibilities:

- Supervise the Treasury, Accounts Receivable, Accounts Payable staff providing training, guidance and direction of new initiatives while monitoring staff performance and absence management, including hiring and termination and other duties/projects as assigned

- Provide guidance to staff with various financial system utilization, effective processes to ensure organizational efficiencies are gained
- Development, implementation and training of policies, procedures, software and documentation
- Prepare weekly Canadian and ad-hoc USD payment runs and supplier setups
- Manage the City's cash flow ensuring budget against actual results are reported timely and accurately
- Management of the annual cash flow forecast, City's investment budget and review of investment bids
- Provide assistance and back-up to the Manager, Financial Services with claims processing through the Durham Municipal Insurance Pool
- Assistance with internal audit engagements

Requirements:

- Knowledge and skills normally associated with completion of a Business/Commerce degree with a major emphasis in accounting/finance and a CPA (Chartered Professional Accountant) designation plus five (5) years' experience in a municipal finance environment with at least three (3) years at a supervisory level, or the equivalent combination of formal education and experience. Specific experience with accounts payable, accounts receivable, treasury, investments and insurance
- Internal Audit skills considered an asset
- LEAN certification considered an asset
- Possess strong team building skills to continue to create a collaborate team dynamic
- Strong aptitude for innovative strategic thinking to consider/recommend options not currently implemented within the City
- Ability to interpret, analyze and synthesize financial data, provide relevant information to make decisions where appropriate
- Established skills, experience in Microsoft Office applications and related software including PeopleSoft Financials, PeopleSoft HR
- Must demonstrate professionalism, sound judgement, tact and discretion in dealing with various departments, Council and outside entities

This position is eligible for hybrid work.

Apply online: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.