



Town of Orangeville
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Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Supervisor, Financial Planning and Analysis **Corporate Services Department** (Full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a value based, thriving and collaborative work environment that supports our employees' success. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

The Town has an opportunity available for the position of Supervisor, Financial Planning and Analysis. This position is responsible for co-ordinating significant projects and initiatives within the Finance Division, with direction and support from the Deputy Treasurer and CFO/Treasurer, including, but not limited to, the Annual Budget Process, Financial Statement Preparation, Audits and Financial Information Returns, Asset Management Policies and Plans and Development Charge Background Studies and By-law updates.

Job Duties:

- Co-ordinates the preparation of budget packages, reports, and presentations; liaises with Departments to co-ordinate all inputs to the annual budget process; ensures that all updates are reflected accurately in the Town's budget system; maintains the Town's budget system; and researches, monitors, and recommends adjustments to the Town's budget.
- Co-ordinates year end processes, audit preparations, and inputs to the financial statements and Financial Information Returns (FIR); co-ordinates the external audit for the Town, BIA, ORDC and Library including the interim audit and audits of Grant programs as required; determines accuracy of financial records, evaluates effectiveness and efficiency, and ensures compliance and integrity of internal control systems; and monitors and implements Public Sector Accounting Board directives as required.

- Monitors, analyses, and reports on operating and capital positions, ensuring proper funding and approvals are in place; ensures appropriate entries and reconciliations are completed in a timely manner; co-ordinates quarterly variance reporting to Council.
- As the primary contact for grant submissions and reporting, liaises with Town staff, senior levels of government and external agencies, and manages Transfer Payment Agreements, By-laws, reporting and audit requirements for all grants as required.
- Co-ordinates the implementation and monitoring of the corporate asset management strategy, policy and plans; co-ordinates updates to asset management policies and plans as required; monitors trends and developments in asset management legislation and technology and co-ordinates the implementation of improved policies, procedures and tools; and co-ordinates reports to Council relating to Asset Management.
- Co-ordinates inputs to the Development Charges (DC) Background Study; prepares the annual Treasurer's report; ensures DC Transactions are properly recorded and reflected in the Financial Statements; monitors DC trends and legislation; and reviews DC calculations.
- Maintains budget and accounting software; co-ordinates Financial Systems Implementations/Updates as required; co-ordinates inputs to the annual insurance renewal; and provides backup to the Deputy Treasurer as required.
- Other duties as assigned.

Qualifications:

- University degree majoring in accounting and finance.
- Chartered Professional Accountant (CPA)
- Minimum four (4) years of progressive experience in an accounting or finance capacity.
- Advanced experience using Excel, experience with Great Plains and FMW.
- Experience co-ordinating operating and capital budget development, and co-ordinating year end accounting processes, across multiple departments, preferably in a municipal setting.
- Experience with investment and debt management, risk management and mitigation strategies and risk analysis, performance monitoring evaluation.
- Excellent knowledge of Generally Accepted Accounting Principles (GAAP).
- In-depth knowledge of accounting principles and practices in a computerized financial environment, and in-depth knowledge of Public Sector Account Board (PSAB) requirements.
- Excellent experience in the analysis and interpretation of data; strong analytical and organizational skills; proven ability to develop financial models; ability to prioritize multiple projects and work with cross-functional teams; and strong research, problem solving, interpersonal, oral and written communication skills.
- Excellent interpersonal skills to act as departmental representative and liaise with staff, outside organizations, and other levels of government in an efficient and diplomatic manner.
- Experience with municipal accounting and budgeting practices and principles.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record Check, in accordance with the duties of this position.

Salary Range: \$95,701.06 to \$111,956.70, Band 11 on the Town's 2025 Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Mayer, Co-ordinator, Human Resources, no later than 4 p.m. on **Friday, January 10, 2025**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.