
Non-Union

Job Title: Manager, Accounting Services
Operations

**Job Opening
Id:** 41667

Required: 1

Business Unit: Corporate Services

Division: Financial Management &
Planning

Location: Headquarters Campbell West

Standard Hours: 35.00 / week

Full/Part Time: Full-Time

Regular/Temporary: Regular

Salary Grade: 8

Salary Range: \$103,410.00 - \$121,660.00

Post Date: 2025-02-24

Close Date: 2025-03-16

SALARY IS CURRENTLY UNDER REVIEW

This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.

ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

Job Summary

Reporting to the Associate Director of Finance Operations & Systems, the Manager Accounting Services Operations is responsible for the strategic development, planning, and delivery of centralized accounting operations for the Region and shared services partners including: accounts payable, accounts receivable, cash handling and collection functions, banking and general accounting activities, indirect tax accountability and compliance, and Ontario Works support. The Manager is accountable for ensuring the team meets strict month end, quarter end, and year end deadlines, while also providing leadership to the team that aligns to corporate strategy and guides them to make connections between the impacts of their functions on operating results. The Manager is also responsible for establishing, overseeing, and championing policies and procedures relating to the accounting services functions, ensuring effective operating controls and segregation of duties to safeguard assets, mitigate risks, and drive efficiency.

Education

- Post-secondary degree in Accounting or Finance.
- Completion of the Municipal Accounting and Finance Program is preferred.

Knowledge

- Minimum 7 years of experience in accounting, financial reporting, budgeting, procurement and/or process review in a high-volume accounting environment. Experience in the municipal/public sector preferred.
- Minimum 5 years of progressive management experience. Experience leading cross-functional teams in a unionized setting is preferred.
- Professional Accounting Designation (CPA, CA, CGA, CMA).
- Experience with Public Sector Accounting (PSA) and not-for-profit accounting standards are preferred.
- Knowledge of external legislation and/or regulations impacting municipal accounting and reporting e.g. Municipal Act, CICA/PSAB Handbook, and Excise Tax Act (GST/HST).
- Knowledge of Lean process development and continuous improvement is preferred.
- Demonstrated proficiency using an ERP system designed for large enterprises (PeopleSoft Financials preferred).
- Well-developed analytical, diagnostic, and problem-solving skills. Experience with reconciliation of large data sources from subsystems and systems analysis is preferred.
- Previous experience engaging with Council, Agencies, Boards and/or Committees is considered an asset.
- Audit designation (e.g. CIA, CGAP, CFSA, CRMA, or CQA) is considered an asset.

Responsibilities

Manages and coordinates a range of centralized accounting operations including accounts payable (A/P), accounts receivable (A/R), cash handling and collection functions, banking and general accounting activities, indirect tax accountability and compliance, and Ontario Works support, including development and compliance with all policies, procedures and processes relating to the accounting services functions. (35% of time)

- Develops and implements accounting policies, procedures and internal controls for Region and shared services partners accounting operations, including but not limited to cash handling, accounts payable

and employee expenses, receivables and collection, banking & Ontario Works System Support activities, and ensures financial transactions are being executed as per financial policy and Public Sector Accounting Board (PSAB) standards.

- Ensures internal controls and procedures are in place to administer the user fees in compliance with the Region's Fees and Charges by-law, including cash collection, receipting and tax implications, and periodically audits/reviews compliance.
- Provides accounting operations services for all departments and shared service partners, maintains set service level standards and recommends improvements to service level standards as needed.
- Responsible for accounting services operations month-end and quarter-end processes, reviewing and approving journal entries, reconciliations, and working papers. Leverages knowledge of Regional business operations and processes to explain and resolve variances, ensuring appropriate follow-up when issues carry forward into subsequent periods.
- Responsible for monthly and annual review of balance sheet accounts, relating to receivables, payables, cash, clearing balances and loans.
- Oversees information provided by source system interfaces as they pertain to A/R, A/P and banking, ensuring fee billings, receivables, accounts payable and cash management module impacts are recorded. Supports and advises Accounting Services team troubleshooting of interface issues prior to engagement of ERP Support team.
- Oversees monthly monitoring and reconciliation of Region-wide and shared service partner purchase card (PCard) and employee travel and expense reimbursements.
- Ensures tax-filing (GST/HST) information is accurately captured when transactions are processed and responds to related review and audit requests from Canada Revenue Agency (CRA).
- Provides subject-matter expert advice and guidance on indirect tax matters (GST/HST) to Region staff, files CRA GST/HST ruling requests as needed, and leads periodic third-party indirect tax recovery engagements.
- Approves and issues charitable donation receipts and other tax receipts (e.g. for childcare services), issues supplier T4A slips or confirmation letters, and supports other non-payroll related benefits tax slip issuances (such as T5007 slips) for the Region and its consolidated entities in compliance with the Income Tax Act and CRA guidelines.
- Establishes, monitors, and evaluates how accounting processes integrate with customer service functions throughout the organization to ensure they are effective and efficient and maintain appropriate internal controls.
- Ensures accounting services standard operation procedures (SOPs) are properly maintained and actively participates in business continuity planning processes.
- Prime contact with external auditors during the financial year-end audit for accounting services.
- Prime contact with bank managers and banking customer service teams. Actions any required changes in banking agreements and signing authorities. Approves online banking transactions such as the creation of new wire templates and wire payments, ensuring due diligence to prevent fraud.

Drives continuous improvement through standardizing processes, automating procedures and streamlining team accountabilities while ensuring operating department needs are met. (25% of time)

- Plans, develops, implements, monitors, and periodically audits/tests accounting procedures and internal control framework for new initiatives and regulatory changes, researching market trends and industry news to stay abreast of future risks and opportunities.
- Breaks down silos within Accounting Services team and within Financial Management & Planning (FMP) division to understand the upstream and downstream implications of issues and decisions and to leverage efficiencies.

- Reviews existing procedures of Region accounting operations to identify and mitigate/correct control weaknesses, including corporate compliance with accounting services related policies (e.g. Employee Travel and Expense Policy, Accounts Receivable Policy, etc.) and procure-to-pay processes.
- Assesses financial reporting compliance, data integrity and internal controls across the widely diverse programs and operations, within a fully integrated enterprise-wide system.
- Works as part of cross-functional team when new systems that feed financial systems are being implemented, assessing interfaces to financial systems, completing user acceptance testing prior to go-live (either directly or through engaging the appropriate accounting services team member(s)), and making recommendations regarding business processes for new systems as they apply to accounting services operations.
- Acts as a change champion to the team, division, and Region for new initiatives. Conversely, champions the finance perspective when engaged by external divisions on new initiatives and engages other members of the FMP division where appropriate.
- Recommends solutions for the development, implementation and enforcement of internal audit systems to verify the accuracy of internal controls.
- Works closely with Manager, ERP Business Support to identify opportunities to improve systems and processes to drive efficiency and effectiveness of the Accounting Services team.
- Advises departments and shared service partners on accounting services related policies and technical procedures.

Formulates and documents Receivables, Payables and Banking business reporting requirements for all Regional departments and share service partners. (10% of time)

- Ensures accuracy and PSAB compliance of monthly A/P, A/R, and banking reporting, including outstanding analyses, allowance for doubtful accounts, reconciliations to general ledger and status of collections activities.
- Drafts, validates, and maintains the Region's annual Fees and Charges by-law, engaging with the Program Financial Support team and Regional division and department leadership, preparing the annual report for Council approval of the by-law, including any required in-year amendments.
- Approves quarterly updates of accounts receivable aging statuses within the quarterly reporting packages. Recommends writes-offs to Treasurer where amounts require Council approval; prepares write-off report to Council as required.
- Integral member of the Region's year-end task force, collaborating with team members to ensure successful year-end closing. Prepares related schedules and checklists for accounting services staff, ensuring timely completion of tasks/activities. Prepares accounting services-related schedules for provincial financial information return (FIR).
- Reports results of compliance reviews to management and committee if required.

Manages people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results. (20% of time)

- Enables results with the organization's human capital strategy to foster employee engagement.
- Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities.
- Ensures alignment and coordination of activity and quality of output between teams under their direction.
- Ensures focus is service excellence, communication, transparency, innovation, data integrity and workflow integration.

- Ensures staff has the information and resources to make successful plans and decisions.
- Ensures all people related issues, including recruitment, grievances, and labour relations issues, are aligned to HR and Corporate standards and practices.
- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department.
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures.

Develops, manages, and administers annual and multi-year Capital and Operating budgets for the operating unit ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. Ensures goods and services are acquired in accordance with the procurement policy. Authorizes, and administers the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures. (10% of time)

Performs other related duties and responsibilities as assigned or required.

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

How to Apply

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values. To view the full job description, requirements and apply on our Careers Site, visit our Careers page - Job Opening #41667 (<https://www.niagararegion.ca/government/hr/careers/>)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges, today!

Let us know why you would be an excellent team member by submitting your online application no later than **March 16, 2024**, before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.