



Job Title: Manager Financial Reporting (Full-Time)

Competition Number: CORP-56-25	Department: Corporate Services
Posting Category: Open	Division: Finance
Job Type: Full-Time	Affiliation: Managerial
Site: City Hall	Location: CA-ON-Thunder Bay
Min: CAD \$119,721.79/Yr.	Max: CAD \$140,849.21/Yr.
Pay Band: 12 (interim rating)	Number of Positions: 1
Effective Date: August 11, 2025	Supersedes Date: NEW
Posted Date: December 3, 2025	Post End Date: January 7, 2026

POSITION SUMMARY: Under the direction of the Director Finance is responsible for the oversight and coordination of the municipality's financial reporting functions, including the preparation of annual consolidated financial statements in accordance with Public Sector Accounting Standards (PSAS), internal/external financial reporting, external funding applications, financial disclosures and the coordination of external funding applications.

The Manager plays a key leadership role in ensuring accuracy, accountability, and transparency in financial reporting, while also supporting strategic financial planning, internal control and policy development, grant administration, and performance monitoring across departments. The role contributes to the continuous improvement of financial processes and the effective delivery of municipal services.

CORPORATE RESPONSIBILITIES:

- Responsible for the accurate and timely preparation of annual consolidated financial statements in accordance with generally accepted accounting principles under the Public Sector Accounting Board of the Chartered Professional Accountants Canada and such other financial reporting as may be required by Federal and Provincial government agencies.
- Develops, implements and monitors Section and Corporate policies and procedures related to financial reporting and accounting systems. Oversees the preparation and control of the Corporation's annual financial reports, ensuring compliance with applicable legislation and alignment with corporate objectives. Provides expert guidance to City departments to support consistent and accurate financial reporting practices across the organization. Responsible for the accurate and timely processing of external financial reports, ensuring compliance with legislative requirements and communication of relevant legislation for all affected City departments.
- Coordinates, oversees, reviews and verifies the accuracy of external financial reporting as required by federal/provincial agencies.

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- Liaises with federal and provincial auditors and City departments as required to assist in the completion of the reviews and audits.
- Participates in the review, evaluation, development and implementation of Corporate financial systems and processes.
- Oversees the financial aspects of grant administration, including eligibility review, reporting compliance, and reconciliation of funds received versus expenditures.
- Provides financial oversight and guidance on complex municipal initiatives, capital projects, and funding agreements to ensure fiscal accountability and risk mitigation.
- Monitors changes in accounting standards, municipal legislation, and funding frameworks, advising leadership on potential financial and operational impacts.
- Liaises with City departments, general public, federal, provincial and municipal auditors, bankers, fiscal agents and outside agencies as required.
- Ensures high standards of service delivery to internal departments, Council, and the public. Supports transparency, integrity, and public trust in the municipality's financial operations

DIVISIONAL RESPONSIBILITIES:

- Participates as a member of the Finance Management Team in the development of strategic initiatives for the Division consistent with the overall strategic direction of the Corporate Services Department and the Corporation; provides input into the identification and development of Divisional policies, strategic initiatives, projects and priorities.
- Represents the Division on various committees and cross-functional teams.
- Acts for and/or represents the Director Finance, as required.

SECTIONAL RESPONSIBILITIES:

- Manages the direction and the day-to-day operation of the Financial Reporting Section of the Division, ensuring alignment with corporate and divisional objectives. Leads the preparation of annual consolidated financial statements and other financial reports.
- Collaborates with department managers to establish reporting priorities and monitors the Department's and Division's ongoing financial performance throughout the year. Develops, administers, and maintains Division policies and procedures for the Financial Reporting functions in accordance with applicable Provincial and Federal regulations and with Corporate, Department, and Division objectives. Assesses Section staffing needs, makes recommendations on complement amendments and organizational structure, participates in recruitment processes, and makes effective hiring decisions.
- Manages Section staff including staff development, performance management/review, coaching/mentoring, health and safety, collective agreement administration, discipline, and termination decisions.
- Develops, plans, implements and monitors short and long range Sectional goals and objectives consistent with the Division's strategic initiatives, projects and work priorities, ensuring the highest level of service possible within available funding
- Develops and maintains standard practices and instructions covering systems and procedures within the Section.
- Provides confidential information, reports and business cases, letters and memoranda of significant developments, and reviews major activities with the Director.
- Liaises with and responds to inquiries from internal divisions/departments, other municipalities and levels of government/agencies and various community leaders and groups; maintains appropriate media relations on issues relating to the Section.

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- Establishes and maintains working relationships with City Council, other Departments, private and public officials, the media, and the general public.
- Initiates studies and investigations affecting normal Sectional operations to enhance and improve upon existing methods of operations.
- Develops and monitors the Sectional Budget for performance and coordinates processes within established budget.
- Conducts research and prepares various financial reports and analyses to support decision-making and performance measurement.
- Performs such other related duties as may be assigned.

STATUTORY & LEGISLATIVE RESPONSIBILITIES:

- Ensures compliance with related legislation and applicable regulations.
 - Maintains thorough knowledge of all legislation and bills governing accounting and financial reporting and ensures compliance and City departments.
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QUALIFICATIONS:**Education/Experience:**

- Degree in business administration, commerce, mathematics, or a related discipline together with a professional accounting designation and a minimum of five years' progressively responsible management experience in municipal finance or business management; or
- Diploma in business administration or a related discipline together with a professional accounting designation and a minimum of seven years' progressively responsible management experience in municipal finance or business management
- Knowledge of regulations/legislation and processes related to financial reporting for local governments, generally accepted accounting principles for the public sector as prescribed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada

Skills/Abilities:

- Superior ability to communicate effectively and concisely, both orally and in writing
- Superior ability to deliver presentations and respond skillfully to questions from City Council, senior officials and special interest groups
- Ability to establish and maintain effective working relations with members of City Council, private and public officials, direct reports, co-workers and the general public
- Ability to think and act strategically in the public sector environment, including the ability to conceptualize and implement departmental change strategies
- Excellent project/time management, analytical/critical thinking, problem-solving and decision-making skills
- Strong leadership skills including the ability to direct, motivate, evaluate and recognize staff; proven ability to share skills and knowledge with others
- Proven acumen in business and financial management, with the ability to improve Sectional effectiveness and efficiency through the management and utilization of human, financial and physical resources
- Must be at an intermediate skill level in the use of word processing, spreadsheet, database and presentation software
- Must be competent within the meaning of the *Occupational Health & Safety Act*

CONDITIONS OF EMPLOYMENT:

- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)
- Must work and attend meetings outside regular working hours
- Will be required to travel to various work locations and provide own transportation
- Must sign and abide by Employee Confidentiality Statement

Leadership Competencies:

Competency	Proficiency Level	Proficiency Level Definition
Strategic Approach	2	Is forward thinking and contributes to the Corporation's vision, mission, principles, values, and strategic direction
Political Acumen	2	Understands and successfully works within internal and external politics
Innovation & Continuous Improvement	2	Advocates the need for change and takes calculated risks to make improvements
Inspiring, Motivating & Developing	2	Creates a corporate culture that inspires, motivates, and influences individuals and teams
Decision Making	2	Makes difficult decisions in the absence of established processes/ procedures
Collaboration & Partnerships	2	Creates opportunities to build innovative relationships
Inclusion & Respect	2	Creates and maintains a respectful and inclusive work environment
Communication	2	Communicates complex messages and adjusts communication delivery as required
Business Acumen	2	Leads business systems and processes
Planning, Coordination & Execution	2	Integrates plans to achieve group goals
Legislative & Procedural Compliance	2	Makes positional decisions that align with the Corporation's legislative requirements, policies, procedures, and practices

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women and members of the 2SLGBTQ+ community.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources Division should you be the successful applicant. If a Criminal Record Check is required, it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

PRIVACY: Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866