



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

Posting #: NU 8.26 (1 vacancy)

Title: Supervisor, Financial Operations and Internal Audits

Job Code: 6FNASS

Status: Temporary Full Time (35 hours per week)

(date of hire up to approximately May 14, 2027)

Employee Group: Non-Union

Wage: \$85,354 to \$110,960 per annum

Division: Corporate Services

Reports To: Deputy Treasurer/Manager, Financial Operations and Systems

Location: County Administration Building (50 Colborne St. S Simcoe, ON) with remote work as required

Posting Period: February 20, 2026 – March 9, 2026

How to Apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/E2DBB332C3>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcounty.ca)



Basic Function:

To undertake a wide variety of accounting and financial reporting tasks to manage the accounting stream; including developing, overseeing, directing and coordinating the preparation and consolidation of Norfolk County's Financial Statements.

To assist the Deputy Treasurer in liaising with Norfolk County's audit firm and to ensure all working papers, schedules, and documents are prepared for the annual audit.

To be a dynamic and strategic leader in moving the financial reporting functions forward into streamlined and more efficient processes.

To set up implement and maintain specific financial reporting, including providing Council, Senior Management and departments with consistent, accurate, secure, reliable data so the information required can be produced on demand.

To provide high level financial/accounting and technical assistance to County Departments/Divisions including extensive user training related to external reporting requirements and internal business processes.

Knowledge and Experience:

- Degree in business administration, accounting, commerce, or related discipline
- A professional accounting designation from the Chartered Professional Accountants Association
- Minimum of 5 years of progressive accounting and financial reporting experience in a large, complex organization
- Experience in working with complex financial systems, preferably with the systems in the County's financial systems architecture
- Experience within an Ontario municipal environment is preferred

Skills and Abilities:

- Thorough understanding of general accounting principles and financial reporting particularly with respect to the FIR and PSAB reporting standards and preferably in a municipal setting
- Thorough knowledge of corporate standard software, including Microsoft Office Products (Word, Excel, PowerPoint, Share Point)

- Thorough understanding of and detailed experience using CaseWare
- Proven ability to build financial statements and to carry out internal audit functions
- Ability to communicate effectively and concisely, both orally and in writing
- Ability to work alone and in a team environment to establish and maintain effective working relationships with County staff at all levels
- Excellent analytical and evaluation skills, including proficiency in developing financial models and tools utilizing Excel, CaseWare and the County's financial systems
- Excellent project planning skills, strong interpersonal skills, ability to manage complex and conflicting priorities, practical approach to problem solving
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health & Safety Act
- Valid Ontario driver's license and access to a reliable vehicle

Duties and Responsibilities:

- Responsible for the management and administration of the County's Accounting controls.
- Prepare the County's year-end Financial Statements and Financial Information Returns in CaseWare by gathering all relevant information and ensuring that the data is balanced and cross-referenced with reports from the County's financial systems.
- Provides assistance to the Deputy Treasurer, Manager of Accounting Services for completion of year-end reporting requirements by ensuring that all year-end working papers are complete and accurate.
- Aid the Deputy Treasurer in liaising with the County's appointed external auditors for all audit related functions.
- Serve as the key contact and liaison with the County's appointed actuary and be responsible for ensuring that annual updates are completed as required

- Coordinate annual year end audit requirements to ensure that timelines are met all necessary information is gathered efficiently and effectively
- Gather all relevant information for the completion of the County's annual Financial Information Return, ensuring that the data is balanced and cross-referenced with reports from the County's financial systems.
- To provide high level internal/external audit assistance to County Departments/Divisions.
- Manages the policies and procedures for data collection and financial information processing including review and updating of Internal Control systems.
- Develops and maintains financial reports for Departments / Divisions to meet their internal management reporting and external financial reporting requirements.
- On an ongoing basis, reviews Department / Division business processes providing recommendations on re-engineering processes to provide operational efficiencies.
- Responsible for monitoring major financial information processes, ensuring the information is accounted for accurately and on a timely basis – for example salaries and benefits, transfers, HST, trust accounting, accounts receivable
- Develop and process extraction routines and scripts to create customized analyses to meet audit requirements of County's external auditors, CRA auditors and Federal / Provincial audits, etc.
- Oversee the County's bank reconciliation, debt accounting, HST filing
- Responsible for managing accounts receivable invoicing processes in a timely manner and in accordance with applicable corporate policies.
- Act as a team leader by providing day-to-day supervision and direction to direct reports in order to maintain the delivery of timely and effective service.
- To manage staff and oversee staffing requirements including recruitment, training, and performance evaluations.
- To perform other related duties to assist in all functional areas of the Finance Department.

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.