



## **Career Opportunity – Internal/External Posting**

### **Manager of Accounting Services (Temporary Contract 14-Months) Financial Services, Technology and Funding Strategies**

#### **Position Summary:**

The Manager of Accounting Services (Manager of Accounting) is responsible for the management of the financial accounting systems in an effective internal control environment. This position is responsible for managing the day-to-day administration of general accounting, payroll, accounts payable, and administering reserves and reserve funds, including development charges, coordinating banking, cash flow monitoring and funds transfer authorizations. The Manager of Accounting is also responsible for overseeing the administration of asset and debt management, implementation and monitoring of financial policies and long-range strategies, cash management and funds investment. The Manager of Accounting is responsible for managing and coordinating special projects, including leadership of project teams, affecting limited and/or broad corporate applications, policies, and processes. This position assists the Senior Manager of Financial Services and the Director in the provision of financial and accounting support and recommendations to other departments and Council. This position holds the statutory position of Deputy Treasurer. Reporting to the Senior Manager of Financial Services, this position plays an integral role in providing support to all departments and in providing effective and efficient financial services to the Municipality's residents and other levels of government.

#### **Key Responsibilities:**

- Manage and coordinate the day-to-day administration and supervision of the general accounting, accounts payable, payroll and treasury operations;
- Responsible for demonstrating positive leadership through the supervision of staff, including hiring, directing/guiding work assignments, performance management, coaching, identifying and implementing professional development, absence management, motivating and empowering staff.
- Plan, organize, implement and control the activities of all expenditure and general accounting functions for the Municipality in accordance with Council policies, directives and recognized professional accounting practices, as well as improve the efficiency and effectiveness of service.

- Accountable and responsible for overseeing the accuracy of accounting information in the general ledger and sub-systems, including ensuring the completion and review of account reconciliations, continuation schedules and periodic reporting as appropriate.
- Oversee payroll responsibilities by reviewing payroll submissions which include bi-weekly payroll and the statutory payments. Ensure compliance with payroll legislation, verification and audit of payments, hours, deductions, special payments, union and contractual payments, absences due to disability; review and recommend revisions to payroll-related matters.
- Oversee the full accounts payable cycle; verifying and authorizing all Municipal disbursements, ensuring monthly balancing, account reconciliation and year-end processing in accordance with generally accepted accounting principles and Municipal processes.
- Assist in overseeing the Municipality's investment portfolio and monitor cash flow to ensure optimum utilization of cash resources within statutory limitations, and oversee cash management processes, including regular review of internal controls, internal audits and recommendations for improvements to mitigate risk and enhance customer service.
- Assist with managing and acting as a primary liaison for Municipal banking and investments, work with the Municipality's Financial Institution to safeguard municipal funds through additional security of the online banking process and segregation of duties.
- Prepare periodic reports, recommendations and make presentations to senior staff and Council on financial and corporate matters.
- Responsible for final review of monthly financial reporting and related analysis for all financial operations, including payroll, accounts payable and other balance sheet accounts.
- Support the year-end process and Annual Municipal Audits, plan and delegate tasks, directly liaise with external auditors, complete account analysis and reporting, support the preparation and submission of working papers and draft financial statements for auditors' review, along with the Financial Information Return (FIR).
- Review and complete functions related to gathering, reporting and reviewing information for: Council, Committees, Departments, and other government agencies; including legislated reporting such as year-end accounting and financial statements; Municipal Financial Information Return (FIR), Council expenditures, Cemetery Board, sales or other taxes, and salary disclosure.
- Responsible for planning, scheduling, implementation and oversight of financial software upgrades.
- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

### **Qualifications, Knowledge, and Skills:**

- Must have a University degree in Business, Accounting or Finance or the equivalent in education in another related field and/or experience
- Must hold a professional accounting designation (CPA) and be a member in good standing.
- Five years of progressively responsible experience in Finance.
- Must have a minimum of three years of supervisory experience.
- Must have thorough knowledge of financial, purchasing, accounting and auditing principles and practices, applicable legislation/regulatory standards, investment and debt management, provincial and federal grant processes, budget formulation, local government functions and responsibilities.
- Must have a thorough understanding of payroll processes, including statutory deductions, tax compliance, pensions, unions, and payroll systems.
- Must have experience demonstrating effective organizational and leadership skills.
- Must possess excellent analytical and problem-solving abilities with attention to detail and present ideas in user-friendly language.
- Must have experience demonstrating effective written and verbal communication skills, customer relationship skills that are collaborative, responsive and supportive.
- Must have advanced computer skills in Microsoft Office and financial information systems.
- Must have experience demonstrating tact and discretion in handling matters of a confidential or politically sensitive nature.
- Must understand the municipal government structure and the role of departments within the municipality.

### **Hours of Work and Working Conditions:**

This position is employed for 35 hours per week, in an office environment. Lieu time is capped at 70 hours annually. Overtime may be required during busy periods.

### **Employee Group:**

Non-union.

### **Salary Range:**

\$126,014.32 to \$147,418.75 (2026 Rates)

### **Closing Date:**

Applications must be received by 11:59 PM, Sunday, March 15, 2026.

### **How to Apply:**

Interested candidates must apply online through our website, [leamington.ca/careers](http://leamington.ca/careers)

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761