



JOB POSTING

ABOUT THE MUNICIPALITY OF CENTRAL ELGIN

The Municipality of Central Elgin is a progressive, growing urban and rural municipality located on the north shore of Lake Erie in the heart of southwestern Ontario adjacent to London and St. Thomas. The Municipality is home to about 15,000 people. A prosperous municipality that blends the diversity of a rural agricultural community with an extensive urban environment that is rich in history and tourism, the Municipality of Central Elgin prides itself on being progressive in the way everyday business is carried out.

Title	Manager of Financial Services / Deputy Treasurer
Job Status	Full Time
Wage	Starting at \$50.48
Hours	35 hours per week Hours of work will vary due to evening council, elections, and committee meetings.
Reports To	Director of Corporate Services / Treasurer
Location	Central Elgin
Posting Status	Vacancy
Unionized	No

POSITION OVERVIEW:

The Manager of Financial Services/Deputy Treasurer will assist the Treasurer in overseeing the financial management of the organization, ensuring compliance with bylaws, policies and regulations, and ensuring the accuracy of accounting and related information systems. This position will act as the backup to the Director of Corporate Services/Treasurer in their absence and will supervise the Financial Analyst, Procurement and Risk Analyst and AP/AR Analyst while providing support and mentorship to other finance staff.

KEY RESPONSIBILITIES:

- In the absence of the Director of Corporate Services/Treasurer, perform the statutory duties of the Municipal Treasurer under the Municipal Act, the Municipal Affairs Act and other Provincial Acts and Regulations.
- Manage and ensure the accuracy of full cycle accounting to generate timely information for decision making and compliance with regulations. □ Review finance related bylaws, policies and procedures by recommending amendments when necessary and implementing those that are approved.
- Collaborate with the Director of Corporate Services/Treasurer with the planning, coordination, execution and reporting of all budget-planning initiatives for Municipal Budgets.
- Prepare, analyse and report monthly variance analysis and departmental operating statements in collaboration with Directors and Managers to ensure the operating and capital budgets are properly administered and variances are minimized.
- Assist the Director of Corporate Services/Treasurer with the administration, review and reporting of cash, investments, reserves and debt.
- Oversee quarterly general ledger account reconciliations and coordinate audit requirements including interim, year-end and external funding agencies.
- Prepare working papers for the year-end audit and the year-end closing entries to align with PSAS requirements.
- Manage the annual preparation of the Financial Information Return (FIR) and Financial Statements.
- Assist in the development and preparation of policies, procedures, and information systems necessary to ensure effective controls are in place to protect the financial affairs of the Municipality.
- Ensure internal controls are adhered to by all departments and all financial transactions follow corporate policy and internal control procedures.
- Prepare and present reports to Council and Staff, provide guidance and liaise with Council members as required.
- Ensure reporting sales tax, rebates and HST, PST, GST compliance in a timely manner.
- Ensure processing of all financial records; oversees budget and audit for the municipal Non-Profit Housing Corporation.
- Supervise the operation and management of the financial software.
- Undertake intermediate-to-advanced accounting functions including processing of monthly journal entries and account analysis as directed.
- Maintain a knowledge of new and emerging trends and technologies to be able to recommend and pursue process improvements and modernization.
- Liaise with consultants, vendors, and other government agencies.
- Respond to enquiries and/or resolve complaints from Council, Public, Staff, businesses, and other levels of government, with respect to financial matters.
- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health & Safety Act
- Perform additional duties and special projects as required.

QUALIFICATIONS AND REQUIREMENTS:

- Post-secondary Degree or Diploma in finance, accounting, business or commerce, coupled with a professional accounting designation (CPA, CA, CGA, CMA).
- AMCTO Municipal Administration Program (MAP) and/or Municipal Accounting Finance Program (MAFP) is an asset.
- Minimum 2 years municipal or public sector finance experience is required.
- Knowledge of accounting principles, municipal tax collection policies and procedures, public procurement, and Public Sector Accounting Standards.
- Expertise and understanding of municipal financial software and programs, including, but not limited to iCity, WorkTech, Book King.
- Evidence of ongoing development and maintenance of current knowledge, certifications, and updated professional development through continued education, conferences, workshops, seminars. □ Effective leadership skills and an ability to coach and mentor other team members.
- Works effectively both independently and as part of a team, able to accept direction and complete tasks with limited supervision.
- Responsible for effectively communicating with team members, supervisors, and the public, using oral, written, and interpersonal skills.
- Interact with the public and coworkers in a professional and respectful manner, using good judgment and staying calm in stressful situations.

WHAT WE OFFER

- Competitive wages.
- Comprehensive benefit plan including health, dental, vision, and paramedical coverage.
- Short-term and long-term disability coverage.
- Wellness benefit and Employee & Family Assistance Program (EFAP).
- Participation in the OMERS pension plan.
- Paid vacation and statutory holidays.
- Flexible work arrangements where operationally possible.
- Opportunities for professional development, training, and continuous learning.

HOW TO APPLY

- Please apply for this opportunity directly through our website:
<https://municipalityofcentralelgin.applytojob.com/apply>
- The job posting will remain open until filled.
- The successful candidate will be required to complete a Criminal Record Check as a condition of employment.
- We thank all applicants for their interest; however, only those selected for an interview will be contacted.

ACCOMMODATIONS

The Municipality of Central Elgin is an equal opportunity employer. The Municipality of Central Elgin will attempt to provide reasonable accommodation for known disability for an applicant or employee if requested.

ADDITIONAL INFORMATION

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment. Questions respecting the collection of information should be directed to the CAO of The Corporation of the Municipality of Central Elgin.