

Manager of Financial Services
Corporate & Legislative Services/Financial
File #19-P-45

Job Details

Manage and oversee the activities of the Financial Services Division, including: the coordination and compilation of the City's annual operating and capital budget, management of the preparation of the annual consolidated financial statements; financial accounting including asset accounting, reporting and control; tax billing and collection; parking ticket and miscellaneous revenue collection; payroll services; accounts payable services; and purchasing services. Provide direct support, expertise, and consultative services to operating Departments to facilitate adherence to financial policies and procedures and to ensure the overall effectiveness of internal financial controls, procedures and systems. Perform the statutory duties of the Municipal Treasurer and Tax Collector in his/her absence. Recommend, develop and implement corporate financial policies and procedures.

Qualifications

Knowledge and experience normally associated with a professional accounting designation such as CA, CMA or CGA; minimum of five (5) years experience managing financial operations including, budgets, forecasts, leadership, financial evaluation and consultation; must have working knowledge of payroll, accounts payable and purchasing functions; experience required in financial statement preparation, and year end audits; requires expertise in design, analysis and implementation of new systems or processes; requires Technical proficiency in major financial and analytical software systems and MS Office Suite including MS Word, Excel, and PowerPoint; requires advanced interpersonal and communication (verbal, written, and presentation) skills to build effective relationships within the corporation; must have successful facilitation and negotiation skills; Must have highly developed analytical and conceptual skills to identify and resolve complex financial problems; requires the ability to interpret, analyze, and disseminate financial information; must have a service oriented approach to finance, a commitment to continuous improvement and be comfortable with a certain level of ambiguity and constantly changing priorities. Must have a good understanding of Canadian GAAP. Requires an in-depth knowledge of all Acts, Regulations, and By-laws governing the statutory duties of the Municipal Treasurer. Requires an individual who has a valid driver's license and will provide a vehicle to fulfill the duties of the position as required.

Salary

\$115,743.00-\$126,516.00

Application Information

Qualified applicants are invited to submit a résumé and cover letter, quoting file number, no later than 12:00 p.m. on **Thursday, April 25, 2019**, to:

City of Peterborough, Human Resources Division, City Hall, 500 George Street North, Peterborough, Ontario K9H 3R9. Fax: (705) 742-7021 hr@peterborough.ca

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise Human Resources if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.