
Employment Opportunity Available

Manager of Financial Reporting & Budgets / Deputy Treasurer Full-Time, Permanent Position

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The Township is seeking a highly motivated, team oriented individual for the position of **Manager of Financial Reporting & Budgets / Deputy Treasurer**.

Reporting to the Director of Finance, the **Manager of Financial Reporting & Budgets / Deputy Treasurer** will assist and support the Director with the management and supervision of Finance Department staff and ensure efficient operation of various financial functions including: financial reporting and budgets, asset management, accounts payable and accounts receivable activities.

Key Duties and Responsibilities

- Responsible for the preparation of year end working papers to support the Township's annual consolidated financial statements, the Financial Information Return (FIR) and is the primary liaison with the Township's external auditors on the development of the annual consolidated financial statements.
- Prepares and completes account reconciliations for assigned balance sheet accounts.
- Performs monthly variance analysis on operating and capital budgets and is responsible for monthly internal financial reporting. Ensures that budget estimates are adhered to, recording variances and their explanations. Coordinates the preparation of quarterly results and year end forecast reports to Council.
- Maintains and develops financial and economic forecasting and modeling systems. Prepares forecasts and models for the Director of Finance. Maintains the long range financial plan. Provides advice and support to departments in preparing their budgets.
- Assists in the preparation, development and implementation of the annual budget and business plan, including long range financial forecasts.
- Participates in special budget meetings of Council with Senior Management Team and presents data as required.
- Assists the Director of Finance in the development and ongoing management of the Township's asset management plan and ensures compliance with new provincial regulations.
- Liaises with staff of other departments to establish and maintain the capital/fixed asset ledger. Records, prepares schedules and analyzes tangible capital asset data for inclusion in the Financial Information Return (FIR) and financial statements. Applies corporate policy for the recording of additions, disposals and amortization of tangible capital assets.

- Participates in the development and implementation of policies/procedures and internal control processes that pertain to financial transactions and reporting. Interacts with the Director to ensure situations of non-compliance are investigated and resolved

Qualifications and Experience

- Successful completion of a University Degree in Business Administration, Commerce, Accounting, Finance or a related discipline.
- Successful completion and member in good standing of a professional accounting designation: CPA (CA, CGA, or CMA).
- Completion of the AMCTO Municipal Accounting & Finance Certificate preferred.
- Minimum of 2-5 years' direct work experience, preferably in a municipal environment with thorough knowledge of municipal administration, budgeting, tendering practices, asset management, life cycle costing and fleet management.
- Knowledge of the Municipal Act and other provincial and municipal statutes and regulations pertaining to municipal finance and governance issues.
- Strong analytical skills and problem solving skills, excellent communication, presentation, report writing and time management skills.
- Knowledge of and demonstrated understanding of the Township's core values of accountability, continuous improvement, ethics & integrity, recognition and teamwork.
- Computer literacy in a Windows environment utilizing Microsoft Office applications with advanced proficiency with Excel is required; experience with Microsoft Dynamics & Management Reporter and Questica Budgeting Solution is preferred.
- Ability to maintain discretion and confidentiality of information is critical.
- Ability to work additional hours beyond the normal work week, including evenings and weekends to accommodate deadlines or work projects.
- A Valid Class G driver's license in good standing with a satisfactory driving record; travel between off site locations will be required.

Salary range: Level 7A - \$78,699 to \$88,893 per annum (2018 rate) based on a 35 hour work week as well as a comprehensive employee benefit plan for this position.

Note: All applicants are encouraged to provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly.

Qualified applicants are invited to submit a resume, in confidence, by **12:00 noon** on **Friday, June 29, 2018**. Resumes can be mailed, dropped off or emailed (Word or PDF format only) to the following:

Manager of Financial Reporting & Budgets Competition

Attn: Erin DeVreede, CHRL
 Manager of Human Resources
 Township of Springwater
 2231 Nursery Rd.
 Minesing ON L9X 1A8
recruitment@springwater.ca

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act and is used to determine eligibility for potential employment.

Please contact the municipality for availability of accommodations for applicants with a disability.