



EMPLOYMENT OPPORTUNITY

The Town of Pelham Corporate Services Department is now accepting applications for the following position:

Manager of Financial Services/Deputy Treasurer

Reporting to the Director of Corporate Services/Treasurer, the Manager of Financial Services/Deputy Treasurer is responsible for supervising Financial Services staff and is accountable for the accurate and timely performance of duties involved in the Town's financial planning, reporting, and analysis in accordance with statutory and regulatory requirements. The Manager of Financial Services/Deputy Treasurer performs a full range of finance-related duties and provides back up to the Director of Corporate Services/Treasurer as required. The individual will be responsible for statutory duties required of the Deputy Treasurer under the *Municipal Act, 2001*.

Major Accountabilities

- Manage the budget planning process and preparation of the budget book including the operating, capital and water and wastewater budgets
- Preparation of annual Consolidated Financial Statements and audit working papers, along with notes to the Financial Statements in accordance with PSAS for auditor review. This position manages the year-end audit process of working paper preparation and is the primary contact for the auditors during the year-end audit
- Manage, prepare and approve all reporting requirements, including the financial information return (FIR) and grant applications and reporting
- Prepare financial analysis and reports to Council, Pelham Finance and Audit Committee, Senior Leadership Team and departmental management teams, including variance analysis and statistical data reports
- Review and approve monthly reconciliations for tax, water, accounts receivable and accounts payable, deferred revenue, bank reconciliations and HST remittances
- Develop and maintain policies, procedures, departmental by-laws and internal controls for the Corporate Services department
- Ensure compliance and internal controls are established and followed (e.g., HST, grant agreements, development charges, Municipal Act, PSAS). Provide recommendations for improvement to ensure regulatory compliance.
- Manage the financial role of finance for all Town events; ensure proper controls are maintained and provide reporting as required
- Manage staff and supervise the day-to-day operations of the Finance department, including the Cashier, Taxation Clerk, Water Billing Clerk, Financial Analyst, Revenue Analyst, and the Accounts Payable Clerk
- Responsible for the direct oversight of the quality and integrity of accounting

- and financial data
- Other duties as assigned

The successful candidate will possess the following:

- Bachelors degree in Accounting, Finance or related field
- Successful completion of the Chartered Professional Accountant (CPA) designation in good standing is required
- 7 years of progressive accounting experience, preferably in a municipal environment and 5 years of managerial experience
- Extensive knowledge of the Municipal Act and other relevant federal and provincial legislation
- Thorough understanding of PSAS-Public Sector Accounting Standards
- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines
- The ability to analyze and investigate problems and make recommendations for improvements
- Ability to handle matters of confidentiality or politically sensitive
- Demonstrated computer skills with proficiency using Microsoft Excel and other accounting programs
- Effective interpersonal skills with strong written and oral communication skills

Salary: \$107,281 - \$125,503 (40 hours per week).

Resumes must be submitted directly to Brianna Langohr, Human Resources Coordinator at hr@pelham.ca by **9:00am on Friday, June 24, 2022.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 315. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.