



## **Manager of Finance & Information Technology Services**

Salary: \$101,574 - \$121,267

Plus a comprehensive benefit package and OMERS pension plan

Applications are invited from qualified and interested candidates for the above-noted position in the Finance & IT Services Department.

The Manager of Finance & IT Services will be responsible for providing leadership, supervision and strategic direction, including financial planning, financial reporting, financial analysis and oversight of the Finance, IT services and Customer Service functions.

### Essential (Minimum) Qualifications:

- Certified Professional Accounting (CPA) Designation.
- Five (5) years' experience in a municipal finance or similar environment.
- Demonstrated supervisory experience in a similar environment.
- Demonstrated knowledge of management accounting and controls.
- Advanced knowledge of modern accounting theory, principles and practices, internal control procedures, public finance and fiscal planning.
- Demonstrated knowledge of all legislation and regulations pertinent to the financial and payroll function as well as an understanding of policies and legislation affecting municipal government including knowledge of Public Sector Accounting Board Standards.
- Advanced computer proficiency including thorough knowledge of Microsoft Office, sophisticated financial software, spreadsheets and database management, and the ability to work through the complexities of data upload, data extraction and preparing complex reports. Knowledge of Vadim ICity software is an asset.
- Knowledge of project governance, project management and project life cycles.
- Demonstrated knowledge of municipal taxation.
- Ability to analyze complex situations and to prepare comprehensive reports on a variety of subjects.
- Ability to prepare accurate and detailed records and reports.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified applicants must submit a cover letter and resume marked "Manager of Finance & IT Services" to the following on/before Friday, October 9, 2020 at 4:00 p.m.:

Human Resources Department  
City of Brockville  
P.O. Box 5000  
1 King Street West  
Brockville, Ontario K6V 7A5

email: [hr@brockville.com](mailto:hr@brockville.com)

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



## CITY OF BROCKVILLE

### JOB DESCRIPTION

**POSITION:**                                 **Manager of Finance & Information Technology Services**

**DEPARTMENT:**           **Finance & IT Services**

**REPORTS TO:**           **Director of Finance & IT Services**

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#### **PURPOSE AND SCOPE:**

The Manager of Finance & IT Services will be responsible for providing leadership, supervision and strategic direction, including financial planning, financial reporting, financial analysis and oversight of the Finance, IT services and Customer Service functions.

#### **DUTIES AND RESPONSIBILITIES:**

##### **Financial Services**

- Oversee the core accounting functions ensuring compliance with all PSAB requirements and Provincial guidelines for all City departments and Boards.
- Oversee financial reporting to Council and/or external stakeholders, including variance analysis, year-end reports, statements, working papers, annual audited financial statements and financial information returns.
- Ensure that accounting practices and internal controls are implemented in compliance with Provincial guidelines, PSAB, etc.
- Act as a signing authority in the capacity of the Deputy Treasurer in accordance with responsibilities outlined in the Municipal Act.
- Responsible to keep apprised of the impacts of Provincial legislation and regulations with respect to assessment and taxation matters.
- Maintain updated knowledge of HST and Income Tax regulations and provide guidance to implementing all appropriate relevant processes.
- Review and follow minutes of Council and relevant committee meetings to keep aware of relevant applications of instructions, requirements and authorizations and communicate/ discuss relevant items with the Treasurer and attends Council meetings as required.
- Oversee the City's long-term debt and financial planning.
- Responsible for the Corporate credit cards program.
- Responsible for reviewing and determining the permissions of users of the City's Financial Software.
- Develop finance policies that address corporate strategic goals, supervise the implementation of the developed/ approved policies and conduct regular monitoring to identify compliance and/ or provide feedback for appropriate revisions.
- Ensure the financial software system is fully utilized by leveraging current technology and implementing new technologies while ensuring professional development and training for all staff working with the financial system.
- Direct the applications, follow-up and receipt of all the City's grants and subsidies.

##### **Information Technology (IT) Services**

- Supervise IT staff, ensuring the streamlined operation of IT Services in alignment with the business objectives of the organization.

- Lead operational and strategic planning for information and technology management to meet operational business needs including fostering innovation, planning projects, and organizing and negotiating the allocation of resources.
- Act as project manager on key corporate projects; define the project goal and scope in collaboration with applicable client department staff, create work plans, determine resources and milestones and ensure appropriate communication to all stakeholders on the progress of the project.
- Oversee the Corporate Information Technology plan(s) development and implementation.
- Collaborate with client departments to identify potential solutions that are innovative, comprehensive and integrated to modernize service delivery capabilities and are in alignment with the overarching IT plan.
- Manage financial aspects of the information technology area including procurement, budgeting, and reporting.
- Foster and manage organizational change management as it relates to the implementation of key IT projects.
- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

**Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.**

### **EDUCATION/SPECIALIZED TRAINING/SKILLS:**

#### **Essential (Minimum) Qualifications:**

- Post-secondary diploma in finance, accounting or related discipline.
- Certified Professional Accounting (CPA) Designation.
- Demonstrated knowledge of management accounting and controls.
- Advanced knowledge of modern accounting theory, principles and practices, internal control procedures, public finance and fiscal planning.
- Demonstrated knowledge of all legislation and regulations pertinent to the financial and payroll function as well as an understanding of policies and legislation affecting municipal government including knowledge of Public Sector Accounting Board Standards.
- Advanced computer proficiency including thorough knowledge of Microsoft Office, sophisticated financial software, spreadsheets and database management, and the ability to work through the complexities of data upload, data extraction and preparing complex reports. Knowledge of Vadim ICity software is an asset.
- Knowledge of project governance, project management and project life cycles.
- Demonstrated knowledge of municipal taxation.
- Ability to analyze complex situations and to prepare comprehensive reports on a variety of subjects.
- Ability to prepare accurate and detailed records and reports.
- Demonstrated critical thinking skills by systematically obtaining and assessing relevant information, utilizing reflective reasoning and taking action in decision making, with a realistic understanding of the issues and the impact of decision on the department/City.
- Demonstrated leadership skills including effective mentoring, coaching, counselling and conflict management skills.
- Excellent communication skills, both written and verbal and ability to communicate complex information to a diverse audience base; fosters open communication.
- Demonstrated ability to provide an engaging work environment where staff are motivated to set and achieve or exceed challenging goals; holds staff accountable and recognizes staff for their achievements.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the department in a professional, consistent and positive manner.
- Demonstrated ability to initiate and lead change within the department, promoting and applying innovative methods and solutions to situations through a continuous process improvement mind-set.
- Demonstrated strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities.
- Demonstrated ability to manage multiple projects and timelines.
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgment.

- Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, ratepayers and the general public.

**Asset (Preferred) Qualifications:**

- University degree in finance, accounting or related discipline.
- Completion of the AMCT Municipal Accounting Course or willingness to complete.
- Knowledge of ITIL and IT Services Management (ITSM)
- Project Management Diploma/Certification or willingness to complete.

**WORK EXPERIENCE:**

**Essential (Minimum) Qualifications:**

- Five (5) years' experience in a municipal finance or similar environment.
- Demonstrated supervisory experience in a similar environment.

**SUPERVISION:**

- Direct Reports - Supervisor of Accounting, Supervisor of Customer Service/Tax Collector, IT Analysts and GIS Coordinator.

**WORK ENVIRONMENT:**

- Fast paced office environment.
- At certain times of the year there are strict deadlines to meet which may cause extra workload or additional work hours.
- Attendance at after hour meetings as required.

**Note:** The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.