



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Manager of Financial Planning & Reporting / Deputy Treasurer **CLASSIFICATION:** Non-Union, Full-Time

DEPARTMENT: Finance

SALARY LEVEL: \$86,704 – \$105,487
(2018 rate)

LOCATION: Municipal Centre, 2585 King Road, King City

JOB PROFILE:

Function:

Responsible for the management and supervision of Accounting Department staff and ensuring efficient operation of various financial functions including, but not limited to Financial Planning and Reporting, Accounts Payable, Accounts Receivable and Payroll. The Manager of Financial Planning & Reporting / Deputy Treasurer assists the Director of Finance & Treasurer with the execution of the statutory duties of the Treasurer in accordance with prescribed legislation within the Municipal sector.

Reports to:

- Director of Finance & Treasurer

Supervisory Responsibilities:

- Financial Analyst
- Finance Clerk – AP
- Finance Clerk – Payroll

Duties and Responsibilities:

- Supervises and schedules staff assignments, including discipline and terminations.
- Oversees and ensures accounting procedures adhere to Generally Accepted Accounting Principles (GAAP), regulatory legislation and municipal by-laws.
- Maintains hierarchal structure of the General Ledger, ensures timely and accurate review, analyses and reconciliations of general ledger accounts.
- Reviews and approves all general ledger journal entries.
- Reviews departmental operating statements (including Budget to Actual variance analysis) on a monthly basis.
- Develops and maintains quarterly operating statement model (including forecast to December 31) for distribution to and review by Department Heads.
- Develops security deposit financial model linked to plan reference.
- Maintains Tangible Capital Asset model (per PSAB 3150 guidelines).

- Prepares year-end working papers and supporting schedules.
- Coordinates annual external audit procedures.
- Assists with the preparation of audited financial statements.
- Prepares and submits Financial Information Return / Performance Measurement statistical reports to the Province of Ontario.
- Supports the review, development and preparation of financial policies, special projects and studies, as requested.
- Oversees the allocation of payments from developers and builders to proper reserve/reserve fund accounts, prepares the calculation and allocation of interest on restricted fund balances, and prepares the annual Development Charge Statement.
- Leads the development and preparation of annual budgets and business plan.
- Provides support to Department Heads in preparing their annual budgets.
- Creates annual performance agreements for Accounting staff.
- Attends Council, Committee, Department and other meetings, as required.
- Assists the Manager of Revenue, as required.
- Assumes the role of Director of Finance & Treasurer in his/her absence in conjunction with the Manager of Revenue / Deputy Treasurer.
- Performs other duties as assigned.

Education/Experience:

- A post-secondary degree in accounting, business administration or financial management, accompanied by a recognized professional accounting designation (CPA).
- Five (5) years of experience in the Accounting and Finance field, preferably in a public sector environment.
- Supervisory experience in a unionized environment.
- Familiarity with public sector accounting (PSAB), operating policies and procedures.
- Excellent analytical, research, problem solving, report writing, project/time management, presentation, organization, communication, demonstrated leadership, and supervisory skills.
- Familiarity with the *Municipal Act*.
- Direct experience supporting external audit requirements.
- Comprehensive knowledge and experience managing integrated financial and accounting applications.
- Advanced experience with Microsoft Office applications (Excel, Word, Outlook, PowerPoint, etc.).

Conditions of Employment:

- Work involves mental and visual concentration with frequent interruptions.
- Frequent demands and inflexible deadlines that may conflict.
- Excellent verbal and written communication skills required, along with good organizational and analytical skills.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____