



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Application Instructions

Thank you for your interest in the following full time position at the United Counties of Stormont, Dundas and Glengarry in the Financial Services Department:

MANAGER OF FINANCE/DEPUTY TREASURER

This package contains the following documents:

1. Job Advertisement
2. Job Description
3. The Fillable Application Form (this form is a separate link in the job posting on our website)

Please note:

- **The fillable form is only compatible with Microsoft Word 2007 or later.**
- **A cover letter and the application are the only documents required.**
- **Please do not attach a copy of your resume.**
- **You must email your application to jobs@sdgcounties.ca before the deadline below.**
- **Subject line must contain: *Manager of Finance/Deputy Treasurer***

If you are interested and qualified for this position, please send your application complete with a cover letter to jobs@sdgcounties.ca. **Applications must be received no later than 12:00 noon, on Wednesday, February 27th, 2019.**

We thank all applicants for their interest, however, only those being selected for an interview will be contacted. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.



MANAGER OF FINANCE/DEPUTY TREASURER

The United Counties of Stormont, Dundas and Glengarry (SDG) is located along the St. Lawrence River in the south-eastern corner of Ontario. SDG is *“Where Ontario Began”*, and is rich in heritage, tradition and culture with an abundance of historical sites, great events and beautiful attractions. With a population of 65,000, SDG is primarily rural yet close to urban centres such as Cornwall, Ottawa, and Brockville.

The County is currently seeking a highly motivated strategic thinker to join our progressive Financial Services Department.

Main duties include but are not limited to:

- Coordinate the daily operations of the Finance Division to ensure efficient and effective operations and adherence to legislation and County policies. Manage the activities and performance of division staff.
- Maintain corporate capital asset records and ensure accounting adheres to the Public Sector Accounting Board (PSAB) requirements. Maintain the Comprehensive Asset Management Plan and ensure data/reporting adheres to legislative requirements. Develop and maintain inventory database of capital assets.
- Collaborate with all County departments in the development and maintenance of the Corporate Long Term Financial Plan. Research, analyze, and implement financial strategies to maintain strong financial position.
- Assist local municipalities with financial projects. Share information and coordinate working groups as required.
- In the absence of the Director of Financial Services/Treasurer, assume the powers and duties of the Treasurer.
- Assist with maintaining the general ledger, reconciling accounts/subledgers, and monitoring financial transactions in accordance with Public Sector Accounting Standards. Ensure all taxes are appropriately charged and all rebates/credits claimed for refund. Complete the duties of subordinate staff when required.
- Ensure internal controls are followed to maintain security and confidentiality.
- Provide guidance and support all departments with financial analysis, financial process development and improvement, and other financial administration advice/assistance as required.
- Assist with maximizing funding opportunities and assist with grant administration.
- Assist with the research and preparation of annual department and corporate budgets. Perform regular budget variance analysis and investigate material differences.
- Assist in the preparation for the external audit and completion of the Financial Information Return and other reporting.
- Foster good rapport and cooperative business relationships; develop and maintain a contact network with professionals in the field and counterparts in other municipalities. Keep current with applicable legislation and municipal best practices; propose beneficial enhancements/changes.

Qualifications: Completion of a university degree or 3-year college diploma in Finance or Business with an emphasis in accounting, preferably working towards an accounting designation, with three years experience in a financial environment or equivalent combination of education and experience. Highly proficient in the use of financial software and current technology. Solid experience in capital asset accounting, asset management, and financial planning (including asset inventory software). Municipal experience and knowledge of Public Sector Accounting Standards is desirable. Logical thinker with excellent communication, organizational, analytical and problem-solving skills. Ability to liaise with all County departments and local municipalities, prioritize tasks, manage deadlines, be detail-oriented and think strategically. Results-oriented project management skills and extensive experience working on multiple diverse projects with minimal direction. Supervisory and human resources experience are key elements for success in this position.

2019 Salary Range: \$79,011 to \$90,299 with full benefit package and pension.

Anticipated Start Date: April 1st, 2019

Candidates who meet the above requirements for this position, are invited to obtain an application package from the website at www.sdgcountries.ca. This package contains a job description with further instructions on how to apply. Please note, **we do not accept resumes**. Applications complete with a cover letter must be received by email no later than **12:00 noon on Wednesday, February 27th, 2019** at jobs@sdgcountries.ca

We thank all applicants for their interest, however, only those being selected for an interview will be contacted. The County will accommodate the needs of qualified applicants under the Human Rights Code during the hiring process.

POSITION DESCRIPTION

UNITED COUNTIES OF STORMONT DUNDAS & GLENGARRY

Title: Manager of Finance/Deputy Treasurer	Reports to: Director of Financial Services/Treasurer
Department: Financial Services	Job Class: 7
Date Approved: January 2017	Revised: June 2018

POSITION PROFILE:

Reporting to the Director of Financial Services/Treasurer, the Manager of Finance/Deputy Treasurer coordinates and implements various aspects of capital asset accounting/management and corporate financial planning. In addition to a full range of finance related duties, the Manager of Finance/Deputy Treasurer manages municipal accounting procedures in accordance with applicable legislative requirements and performs the duties of Treasurer when required.

KEY DUTIES/RESPONSIBILITIES/ACTIVITIES

Coordinate the daily operations of the Finance Division to ensure efficient and effective operations and adherence to legislation and County policies. Manage the activities and performance of division staff and is responsible for training and performance management.

Maintain corporate capital asset records and ensure accounting adheres to the Public Sector Accounting Board (PSAB) requirements. Maintain the Comprehensive Asset Management Plan and ensure data/reporting adheres to legislative requirements. Develop and maintain inventory database of capital assets that enables access to efficient planning information by all corporate departments.

Collaborate with all County departments in the development and maintenance of the Corporate Long Term Financial Plan. Research, analyze, and implement financial strategies to maintain strong financial position.

Assist local municipalities with financial projects, including capital asset accounting and asset management. Share information and coordinate working groups as required.

In the absence of the Director of Financial Services/Treasurer, assume the powers and duties of the Treasurer as outlined in the Municipal Act, and assist with the operation of the Department as required.

Research, develop and enhance financial policies and standard operating procedures. Ensure compliance to policies such as the Purchasing Policy. Train employees on required processes including financial policies and financial software. Assist with research and reporting to Council as required.

Assist with maintaining the general ledger, reconciling accounts/subledgers, and monitoring financial transactions in accordance with Public Sector Accounting Standards. Ensure all taxes, such as HST, are appropriately charged and all rebates/credits claimed for refund. Complete the duties of subordinate staff when required.

Ensure internal controls are followed to maintain security and confidentiality of pertinent documents and information.

Provide guidance and support all departments with financial analysis, financial process development and improvement, and other financial administration advice/assistance as required.

Assist with maximizing funding opportunities. Assist with grant administration including application preparation and completion of subsequent financial reporting requirements.

Assist with the research and preparation of annual department and corporate budgets. Perform regular budget variance analysis and investigate material differences.

Assist in the preparation for the external audit and completion of the Financial Information Return (FIR) and other required reporting.

Foster good rapport and cooperative business relationships; develop and maintain a contact network with professionals in the field and counterparts in other municipalities. Keep current with applicable legislation and municipal best practices; propose beneficial enhancements/changes. Participate in programs, conferences, courses or other related activities that foster professional and technical development where applicable and approved.

Undertake special projects and perform other duties as assigned.

Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.

WORK RELATIONSHIPS

Report to the Director of Financial Services/Treasurer. Direct supervision of Finance Division employees. Provide leadership and work closely with many County employees as well as local municipalities. Professional communication with governments and external agencies, Council, County Directors, County employees, Municipal Auditors and the public.

WORK DEMANDS/STRESSES

Operate in a complex environment that requires accuracy, attention to detail and a high level of initiative. Sound judgment in setting priorities to achieve results and required to meet frequent deadlines. Work in excess of 35 hours per week is sometimes required. Works independently on general assignments; must analyze issues, determine needs, develop innovative solutions and make business decisions. Develop effective and positive working relationships with all internal and external stakeholders. Ensure confidentiality of pertinent information. Errors, incorrect judgment or otherwise may result in serious legal/financial repercussions for the municipality. Extensive computer use, visual concentration and periodic travel.

EDUCATION/EXPERIENCE/APTITUDES

Completion of a university degree or 3-year college diploma in Finance or Business with an emphasis in accounting, preferably working towards an accounting designation, with three years experience in a financial environment or equivalent combination of education and experience. Highly proficient in the use of financial software and current technology. Solid experience in capital asset accounting, asset management, and financial planning (including asset inventory software). Municipal experience and knowledge of Public Sector Accounting Standards is

desirable. Logical thinker with excellent communication, organizational, analytical and problem-solving skills. Ability to liaise with all County departments and local municipalities, prioritize tasks, manage deadlines, be detail-oriented and think strategically. Results-oriented project management skills and extensive experience working on multiple diverse projects with minimal direction. Supervisory and human resources experience are key elements for success in this position.

SALARY RANGE & CLASSIFICATION

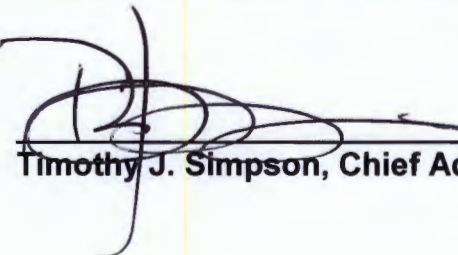
Non-union, permanent full-time position at 35 hours per week. Annual salary Job Class 7 as per Salary Grid. Full Benefits.

Note: *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*

June 2018



Vanessa Metcalfe
Director of Financial Services/Treasurer



Timothy J. Simpson, Chief Administrative Officer