

Position Title: Manager Accounting & Budgets

Department: Finance

Reports To: Director of Finance

Purpose

- Leads the Accounting and Budgets team to plan, administer and manage all financial accounting, budgeting, and related financial reporting functions effectively and efficiently.
- Provides direction to direct reports to ensure follow through on work plans and key initiatives.
- Develops and implements process improvement projects.

Responsibilities

- Support the Director of Finance as Manager Accounting & Budgets by using well developed technical, management and leadership skills. Provide input on department / corporate planning and strategic initiatives, lead and / or participate on project teams, as assigned. To uphold the County's vision and mission in the delivery of financial accounting, budgeting, and related financial reporting functions.
- Lead, coach, manage and supervise staff including assigning and overseeing work, completing performance appraisals, training and development plans, transfer or promotion of department staff, discipline, and termination issues.
- Assess staffing needs and recommend changes to complement and/or major organization design changes. Where necessary, participate and make recommendations in the recruitment, selection and hiring process of staff.
- Manage the accounting information system including general ledger account maintenance, ledger reconciliation and the review of financial controls to ensure proper accounting procedures are in place.

- Manage and coordinate the year-end process including the preparation of year-end audit papers and year-end financial reports. Act as key contact with auditors and professional advisors regarding year-end audit.
- Responsible for supervising the municipal accounting function which includes general ledger integrity, journal entries, analysis, and reporting.
- Conduct research and analysis and prepare financial and policy reports.
- Assist the Director of Finance to establish budget policies, strategies, and annual schedules.
- Coordinate all aspects of the capital and operating budget process including regular reporting to Council, committees, and department heads.
- Provide budget variance analysis, including options to solve problems or concerns, and provide reports to and liaise with Council, committees, and department heads.
- Manage the Financial Information System for the Finance Department and make recommendations to the Director of Finance relating to software and hardware modifications and acquisitions within the Corporation.
- Responsible for assessing and organizing ongoing staff training for all relevant employees in relation to the municipal financial software.
- Liaise with other departments/levels of government and the public on matters relating to financial operations.
- Support the development of the corporate asset management strategy and policies across the Organization.
- Provide leadership, expertise and support to the Asset Management Coordinator and cross-departmental teams to advance the corporate asset management system through active membership in both the Asset Management Steering Committee and Cross-Functional Team.
- Review and advise on reports to Senior Management and Council on matters concerning asset management.
- Personally comply with and assume appropriate supervisory responsibility for compliance with all health and safety practices in this operating group in

accordance with standard operating guidelines and the Occupational Health and Safety Act.

- Attend provide information and make presentations at meetings of Council, and other committees as assigned.
- Identifies opportunities and coordinates the implementation of process improvement projects.
- Perform other duties as may be assigned in accordance with corporate objectives.

Working Conditions

Usual hours of work are based on a 35-hour week. Occasional overtime is required to cope with deadlines, peak periods and unexpected situations that arise.

Contacts

Internal Working Relationships

Establishes and maintains a high level of cooperation and working relationships with staff, Senior Management Team, the Warden and members of Council. Uses discretion when dealing with confidential and sensitive information. Prepares and presents reports to Committee of the Whole.

External Working Relationships

Establishes and maintains a cooperative, professional relationship with County Auditor and other municipal staff and associations. Represents Grey County in the exchange of finance, budgeting, accounting, and related information with Provincial Ministries.

Knowledge and Skill

The successful candidate will possess:

- University degree in Business, Commerce, Economics, or Finance with a focus on accounting.
- Professional Accounting Designation in good standing (CPA).
- Minimum of 5 to 10 years in a progressively more responsible related position with at least 3 years' experience leading and coaching staff.

- Experience in the development and implementation of municipal asset management plans
- Experienced with change management initiatives
- Ability to develop strong partnerships with cross-departmental teams
- Knowledge and understanding of software applications for municipal asset management systems
- Excellent verbal, written and presentation skills, relationship building and engagement skills
- Ability to work well under pressure and meet deadlines
- In depth knowledge of technology driven financial management systems and convergence of financial information from numerous separate operating units.
- Strong understanding of government policies and related legislation or initiatives and their significance and potential impact.
- Experience in the leadership and supervision of staff and ability to interpret and apply employment policies.
- Highly developed planning and organizational skills.
- Well-developed time management and multi-tasking skills.

Impact of Error

Errors in financial management, accounting and reporting could adversely affect Council decisions on budgeting and financial matters. Errors could cause potential harm to the County's image and reputation with the public and government Ministries. As a senior manager, is accountable for the errors of subordinate staff.

Inaccurate recording of payments and revenues, or calculations of provincial conditional grants will result in inaccurate reporting of financial status of the department. Revenues may not be claimed that are available to the municipality. This could result in an unfavourable audit opinion or higher municipal contributions by taxpayers in the County of Grey.