



## **Career Opportunity – Internal/External Posting**

### **Supervisor of Accounting Services (Temporary Contract 12-Months) Finance and Business Services**

#### **Position Summary:**

Reporting to the Director of Finance and Business Services, the Supervisor of Accounting Services is responsible for management of the financial accounting systems in an effective internal control environment. This position is responsible for managing the day-to-day administration of general accounting, payroll, accounts receivable. In addition, the Supervisor of Accounting Services will perform some treasury functions and oversee the administration of property tax billing and collections. This position may assist the Director in the provision of financial and accounting support and recommendations to other departments and Council. This position plays an integral role in providing support to all departments and to provide effective and efficient financial services to the Municipality's residents and other levels of government.

#### **Key Responsibilities:**

- Oversee the accuracy of accounting information in the general ledger and sub-systems, including ensuring the completion and review of account reconciliations, continuation schedules and periodic reporting as appropriate.
- Oversee the accounts receivable cycle.
- Verify and authorize the issuance of all invoicing and collection efforts, including monthly billing requiring pre-authorized payment processing.
- Review monthly balancing, account reconciliation and year-end processing in accordance with generally accepted accounting principles and municipal processes including the review of the Recreation Centre's subsystem, Activenet, to ensure its accuracy.
- Oversee payroll responsibilities by review of payroll submissions, which include bi-weekly payroll, and statutory payments.
- Ensure compliance with payroll legislation, verification and audit of payments, hours, deductions, special payments, union and contractual payments, and absences due to disability.
- Review and recommend revisions to payroll related matters.
- Guide and assist Payroll Administrator with challenges and inquiries.
- Provide technical advice and review of complex analyses and reconciliations prepared by staff.
- Act as the main internal contact for the cash receipting and handling function.

- Support Customer Service Representatives to ensure miscellaneous payments are applied to proper general ledger accounts.
- Monitor daily transactions and advise staff on proper accounting treatment for grants, miscellaneous payments, and cash receipting.
- Support Customer Service Representatives by preparing and providing written cash receipting procedures and, if required, training.
- Lead and provide guidance for cash receipting function.
- Manage security deposit acceptances and releases.
- Administer the letter of credit process including acceptances, partial releases, and full releases.
- Develop and implement comprehensive accounting and financial reporting practices, policies and processes that include strong internal controls, to ensure financial reporting is in accordance with generally accepted accounting principles, PSAB standards and applicable legislation.
- Lead the Finance team in the coordination and improvement of financial systems, procedures, and records.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

### **Qualifications, Knowledge, and Skills:**

- Must have a university degree in Accounting or Finance or the equivalent in education in other related field and/or experience.
- Must have a Professional Accounting Designation (CPA) and be a member in good standing.
- Must have a minimum of three years of experience in a similar setting including supervisory experience.
- Must have experience demonstrating effective organizational and leadership skills.
- Must possess excellent analytical and problem-solving abilities with attention to detail and present ideas in user-friendly language.
- Must have experience demonstrating effective written and verbal communication skills. As well as excellent interpersonal skills that are collaborative, responsive, and supportive.
- Must have advanced computer skills in Microsoft Office and financial information systems.
- Must have experience demonstrating tact and discretion in handling matters of a confidential or politically sensitive nature.
- Must be detail-oriented, self-motivated, and able to manage multiple priorities.
- Professionalism and confidentiality are required at all times.
- Ability to plan, direct and co-ordinate comprehensive projects, services, and activities.
- Must have knowledge of accounting and auditing principles and practices, applicable legislation/regulatory standards, local government functions and responsibilities.

- Knowledge of financial budgeting and water and wastewater billing would be an asset.
- Must have an understanding of municipal government structure and the role of departments within the Municipality.
- Municipal finance course through the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) would be an asset.
- Working knowledge of Vadim or iCity software, and Questica would be an asset.

**Hours of Work and Working Conditions:**

This position is employed for 35 hours per week, in an office environment. Lieu time is capped at 70 hours annually. Overtime may be required during busy periods, such as issuing bills and year-end.

**Employee Group:**

Non-union

**Salary Range:**

\$87,623.70 - \$102,507.34 (2024 Rates)

**Closing Date:**

Applications must be received by 11:59 PM Sunday, February 25, 2024.

**How to Apply:**

Interested candidates must apply online through our website, [leamington.ca/careers](http://leamington.ca/careers)

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761