



*City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 157,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.*

**Job Title:** Coordinator, Business Services

Reporting to the Manager, Strategic & Business Services (or Supervisor, Finance & Data Management) or designate, be responsible for supervising staff and providing financial and administrative support to the Community Services Department.

Duties include supervising staff within the administrative and financial section of the branch; co-ordinating and administering human resources and payroll; developing and administering the branch operating budget and 5-10 year capital budget; reviewing and analyzing financial and statistical data, preparing branch reports and responding to related inquiries; co-ordinating the development and maintenance of branch information systems and providing technological advice and support; co-ordinating, administering and monitoring cash management within the branch; and performing other related duties as assigned.

Demonstrated knowledge and skills of generally accepted accounting practices and procedures normally associated with completion of a three year Business Administration program with an accounting option from a recognized Community College, or Intermediate standing in a recognized accounting course (Chartered Professional Accountant C.P.A. or equivalent), plus four years of relevant accounting experience, one of which is in a supervisory capacity; or have an equivalent combination of education and relevant experience.

Good mathematical, analytical and reasoning skills, and an understanding of accounting functions with a keen sense for accuracy. Demonstrated supervisory and leadership abilities and good organizational and administrative skills.

Proficient in MS Office Suite and PeopleSoft.

Good customer service experience and communication skills, both oral and written, to deal effectively and courteously with the general public and staff; good interpersonal skills with the ability to develop and maintain effective working relationships. Support and demonstrate the City of Oshawa core values of Authenticity, Courage and Trust (ACT).

Ability to work independently and competently despite frequent interruptions and to maintain confidentiality of information; ability to work under pressure in order to meet rigid deadlines.

Possess personal qualities of maturity, patience, tact and reliability as well as have a willing and co-operative attitude.

For more information and to apply online by September 26, 2016. Please visit [www.oshawa.ca/employment](http://www.oshawa.ca/employment).