

EMPLOYMENT OPPORTUNITY NOTICE EO14-437

THE CITY OF GREATER SUDBURY

requires a

MANAGER OF ACCOUNTING/DEPUTY TREASURER REPORTING LOCATION: TOM DAVIES SQUARE

**PERMANENT POSITION
70 HOURS BI-WEEKLY**

START DATE TO FOLLOW SELECTION PROCESS

The Accounting Division, Finance Department of the City of Greater Sudbury, requires a Manager of Accounting/Deputy Treasurer. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$3,537.10 to \$4,203.50 bi-weekly.

QUALIFICATIONS:

EDUCATION AND TRAINING:

University degree in a related discipline (e.g. Economics, Business Administration or Commerce) and a professional accounting designation (CGA, CMA, CA).
Additional education initiatives to update and expand competencies.

EXPERIENCE:

Minimum of six (6) years of senior level experience in the management of large, unionized, and highly diversified public or private sector organizations in an ERP environment, including three (3) years managing a similar function.
Experience with PeopleSoft Financials and reporting software and HRMS applications an asset.

KNOWLEDGE OF:

Applicable legislation and related regulations.
Comprehensive knowledge of best practices and modern principles and practices in government accounting and financial matters.
Current and emerging management issues within CGS as they affect the Division.
Considerable knowledge of administration, organization, business processes, financial information systems and personnel management in a complex organization.
Horizontal linkages to other relevant governmental levels and services as well as the private sector.
Financial analysis and planning, with particular reference to municipal finance.
Microcomputer software capabilities and computerized administrative systems. PeopleSoft applications as well as query and reporting functionality.

EMPLOYMENT OPPORTUNITY EO14-437
MANAGER OF ACCOUNTING/DEPUTY TREASURER
(PERMANENT POSITION)

ABILITIES TO:

Inspire others to work toward common goals by engaging and empowering.
Make sound decisions involving varied levels of complexity, ambiguity and risk.
Work and communicate collaboratively within CGS to create alignment within and across team and groups.
Understand and address the needs of customers and continually provide high levels of service by keeping customers' work and needs at the forefront of activities.
Hold others accountable to execute to high standards of excellence and to hold themselves accountable to the same or higher standard.
Share information under difficult circumstances candidly, accurately and openly, and have the courage to challenge others to uphold CGS's values.
Understand the business implications of opportunities and decisions and to implement successful business strategies to improve organizational performance.
Take a long-term perspective on CGS and charting a course that delivers results today and well into the future.
Focus attention on accomplishing key objectives and positive outcomes for oneself, the Division and CGS.
Manage the financial, human and physical resources of the Division in a collaborative manner.
Manage conflict; mediate disputes; assist in reaching consensus.
Identify and implement technology and business process improvements. Respond quickly to emerging technologies, opportunities or risks.
Provide a stabilizing influence within the Division.

PERSONAL SUITABILITY:

Mental and physical fitness to perform essential job functions.

LANGUAGE:

Excellent use of English; verbally and in writing.
French verbal skills highly desirable.

OTHER:

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

MAIN FUNCTION:

Responsible for planning, development and co-ordination of Accounting functions for CGS. This position serves as the Deputy Treasurer and is responsible to oversee the general accounting activities, accounts receivable, accounts payable, payroll, financial information systems and financial benchmarking.

DUTIES:

UNDER THE GENERAL DIRECTION OF THE CHIEF FINANCIAL OFFICER AND TREASURER:

1. Responsible to oversee and direct section Supervisors and the activities of the accounting functions; general accounting, accounts receivable, accounts payable, payroll, financial information systems, financial benchmarking initiatives, commodity tax and donations.
2. Manage, supervise and provide leadership to staff:
 - Provide overall direction and co-ordination of all employees in the Division, including hiring, orientation/training, managing performance, promotion and discipline, and recommendations for discharge of Division personnel to the Chief Financial Officer. Ensure due diligence is practiced in health and safety, risk management and human rights.
 - Act as Management's representative during the grievance process in accordance with the grievance procedures as outlined in the Collective Bargaining Agreement(s).
 - Provide leadership, instruction and support. Provide quality continuous learning opportunities to develop professional, personal, technical and organizational skills.
3. Responsible for the preparation and execution of an annual business plan covering all services of the Accounting Division, in concert with CGS's budgeting process. The plan will detail service goals, expected service/performance outputs, resource inputs required and performance measures used to assess the Division's performance against the goals.
4. Develop and monitor the operating budget for the Accounting Division.
5. Responsible for the implementation and maintenance of efficient and effective accounting functions and business processes within an Enterprise Resource Program (PeopleSoft).
6. Formulate and direct the development, implementation and monitoring of policies, procedures and the internal financial control systems of CGS, as they relate to the Sections under supervision.

**EMPLOYMENT OPPORTUNITY EO14-437
MANAGER OF ACCOUNTING/DEPUTY TREASURER
(PERMANENT POSITION)**

7. Develop and maintain an effective communication plan to support internal and external stakeholder education and training of accounting related policies, procedures and processes.
8. Oversee the maintenance of the financial books, records and accounts in accordance with Public Sector Accounting Standards for CGS, associated boards, commissions and corporations, as required. Lead the completion of year-end working papers, financial information returns, financial statements and annual external audit.
9. Ensure timely and accurate financial data is available to Senior Management and user departments; provide financial advice as required.
10. Oversee the Accounts Receivable Billing and Collection Section, ensuring prompt and efficient collection of all funds due to CGS, with the exception of tax revenues. Liaise with Greater Sudbury Utilities for the management and supervision of the Billing and Collection of Water and Wastewater revenues.
11. Oversee the accounts payable function and ensure timely and accurate payment of suppliers' accounts in accordance with CGS policies.
12. Oversee general ledger accounting including account reconciliations, preparation and approval of journal entries, preparation of monthly and annual financial statements and submission of all claims.
13. Oversee the Payroll Section, including maintenance of wage records of CGS employees and other agencies to which CGS supplies payroll services; ensure payroll is processed in accordance with laws and regulations of appropriate agencies.
14. Oversee the Financial Information Section, including development and maintenance of the PeopleSoft financial systems.
15. Administer commodity tax legislation, sales tax reviews and recoveries and CRA audits in accordance with Canadian tax legislation.
16. Provide guidance to operating departments for the receipt of charitable donations and oversee the preparation of charitable tax receipts in accordance with Canadian tax legislation.
17. Oversee Performance Measurement/Benchmarking activities of CGS including development of the Ontario Municipal Benchmarking Initiative (OMBI) and the Municipal Performance Management Program (MPMP) benchmarks.
18. Initiate, oversee and/or execute business process reviews with the objective to achieve efficiency and effectiveness in CGS's operations, make recommendations to Senior Management and implement on approval.
19. Participate in special projects, financial and economic studies and reports, as required.
20. Perform the duties of City Treasurer, as required.
21. Ensure appropriate liaison between Finance and Operating Departments in regards to all financial systems.
22. Develop and maintain a thorough working knowledge of relevant Provincial and Federal Legislation and related regulations (e.g. the Municipal Act and the Assessment Act).
23. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
24. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **MONDAY, NOVEMBER 17TH, 2014 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO14-437**) on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.