



Employment Opportunity

Manager of Finance

Reporting directly to the Chief Administrative Officer (CAO), the Finance Manager oversees the operations of the Town's Finances and a variety of corporate financial activities. The Manager of Finance is responsible for overseeing all financial operations and activities within the local government, ensuring sound fiscal management and compliance with relevant regulations. This role involves managing the preparation and monitoring of budgets, overseeing financial reporting and audits, and supervising accounting functions such as accounts payable, payroll, and revenue collection. The Manager of Finance works closely with senior leadership to provide strategic financial insights, supports decision-making through accurate financial data, and ensures the efficient use of resources. Additionally, the position includes supervising finance staff, maintaining the municipality's asset management practices, and contributing to long-term financial planning and sustainability efforts.

Key Responsibilities

- Manage the day-to-day financial operations of the Town of Placentia, ensuring proper oversight of all financial transactions, including general ledger and sub-ledger activities, tax and water billing and collection, other billing processes, accounts payable, payroll, and benefits.
- Supervise and mentor the finance team, ensuring accurate and timely processing of financial tasks while addressing emerging issues.
- Provide financial guidance and support to various departments, the CAO, and Council.
- Develop reports, recommendations, and presentations for the CAO, and as needed, committees and Council regarding financial and corporate matters.
- Assist with the preparation, monitoring, and reporting of both operating and capital budgets, alongside long-term financial planning strategies.
- Supervise and verify the accuracy of general ledger and sub-ledger reconciliations during month-end and year-end processes.
- Collaborate with the financial software provider on updates, builds, and enhancements, and support staff with system changes.
- Handle the preparation of grant and subsidy applications, track approved grants, and generate required reports.
- Aid in the preparation of annual financial reports.
- Prepare working papers for the year-end audit and assist in coordinating the annual financial audit with direction from the CAO.

- Oversee the administration of municipal insurance programs, ensuring adequate coverage for the Municipality's assets and ensuring proper reporting of claims.
- Online Banking and Bank Reconciliation of Capital Accounts and Canada Community Building Fund.
- Ensures compliance with GST/HST regulations by overseeing tax filings and managing exemptions and rebates.

Qualifications

- Post Secondary Education in Business or Accounting Field.
- At least five (5) years of relevant experience in commerce, accounting, or finance.
- Proven ability to exercise sound judgment and maintain confidentiality.
- Strong attention to detail and ability to audit, verify, and research financial information.
- Excellent analytical and problem-solving skills.
- Superior written and verbal communication skills.
- Capacity to work independently while contributing effectively within a management team.
- Strong interpersonal skills, with a commitment to excellent customer service.
- Excellent organizational skills, with the ability to manage multiple projects.
- Experience managing and supervising staff.

Assets

- Previous experience with Municipal Government.
- Professional accounting designation (CPA) or active enrollment in such a program.
- Training in Town Suite program.

Application Process

Interested candidates should submit a cover letter and resume outlining their qualifications and experience by February 7th, 2025, to townofplacentia@placentia.ca.

The Town of Placentia is an equal opportunity employer.