

The District Municipality of Muskoka is currently recruiting for a
Manager, Finance, Long Term Care



Posting Date: Wednesday, September 18, 2024
Closing Date: Wednesday, October 2, 2024 @ 12:00 NOON
Starting Rate: \$97,674 annually
Salary Range: \$97,674 - \$114,265 annually
Hours of Work: 37.5 hours per week
Classification: Management
Status: Temporary full-time (up to 15 months)
Hybrid: Eligible

The District:

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [It's what we do!](#)

The Opportunity:

The Manager, Finance, LTC will assist the Director of Finance in the recording, monitoring and preparation of financial information for District Long Term Care Homes within the policies, procedures and guidelines of the District. Additionally, this role will prepare required financial reports and draft financial statements in accordance with Ministry guidelines, public sector accounting board (PSAB) and the Municipal Act. The Manager, Finance will also assist in the development of policies and procedures for financial reporting and implement processes and controls within assigned functional areas.

What you will do:

- Assist in the implementation and maintenance of financial systems (including departmental sub-systems) ensuring effective internal controls for revenues, expenditures and financial reporting.
- Manage employees in a manner consistent with District values, policies and procedures, including selection, work scheduling training and performance evaluation.
- Provide guidance, advice, recommendations and assistance to other members of staff through the handling of financial matters, including working with confidential correspondence.
- Liaise with department staff, external customers, government and other agency officials to ensure the appropriate and timely processing of work to meet deadlines.
- Responsible to ensure all financial transactions are in compliance with corporate policy and procedures directly or indirectly through support staff performing internal control procedures.
- Responsible to ensure month-end routines, reconciliations and uploads are coordinated and completed accurately within specified deadlines.
- Coordinate / reconcile shared financial information with other finance divisions.
- Assist in the development of financial policies, procedures and programs.
- Prepare accounting records, draft financial statements and financial reports on a timely basis for Council, Committee, Senior Management, and other stakeholders.
- Prepare preliminary and interim audit financial reports and working papers for assigned area.
- Assist with the completion of the Long-Term Care Home Annual Reports.
- Assist with departmental budgets and key service indicators within assigned functional areas.
- Collect and report data and attend required meetings as a District representative.
- Analyze General Ledger accounts for both revenue/expenditure budget control and asset/liability control.
- Communicate, inform and when required train other staff within the corporation on financial policy and procedures related to the functional areas under their control.

What you will need:

- Three (3) year post-secondary education in accounting/finance or related discipline, or equivalent
- Five (5) years of demonstrated progressive experience in a financial environment, , ideally in a municipal or long term care sectors.
- Excellent interpersonal, organizational, analytical, time management skills as well as the ability to prioritize and work under pressure to meet deadlines
- Thorough knowledge of financial, purchasing, accounting and auditing principles and practices, applicable legislation/regulatory standards, provincial grant processes, local government functions and responsibilities.
- Working knowledge of legislation affecting municipalities and Long-Term Care Homes.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality.
- Proficiency in a computerized environment.

What we are offering:

The District is proud to offer the following benefits with this job:

- Health benefits
- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job and satisfactory performance

The Next Step

If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), submit your application using the apply now link below.

[APPLY NOW](#) or visit our [careers page](#) for other opportunities.

This job may be eligible for our hybrid work arrangement, which includes in-office attendance on a weekly basis (minimum of 2 days).

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Department](#).