

# The District Municipality of Muskoka is currently recruiting for the role of Manager, Finance



Retirements and the pursuit of new opportunities have opened up two (2) Manager, Finance opportunities at the District of Muskoka on our Finance team!

Reporting to the Director, Finance, the Managers will be responsible to direct and administer the day-to-day operations of the Expenditure and/or Revenue departments, prepare draft financial statements and regular financial reports in accordance with public sector accounting board (PSAB), develop recommendations on, and ensure compliance with, policy and procedures for the financial systems and financial reporting, and plan and implement new financial systems, processes and controls within assigned functional areas. The Managers have traditionally split the workload of the Finance team, one taking responsibility for Revenues, the other for Expenditures.

The Managers' main responsibilities will include, but not be limited to:



- Implement and maintain the financial systems (including departmental sub-systems) ensuring an effective internal control system for revenue and expenditure within assigned functional areas.
  - Manage employees in a manner consistent with District values, policies and procedures, including selection, work scheduling, training and performance evaluation (typically 8-12 employees per manager).
  - Coordinate / reconcile shared financial information with area municipalities.
  - Ensure all financial transactions are in compliance with corporate policy and procedures directly or indirectly through support staff performing internal control procedures
- Ensure month-end routines, reconciliations and uploads are coordinated and completed accurately and on time
  - 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, Senior Management, operating departments and senior levels of government and outside agencies.
  - Prepare Preliminary and Interim Audit financial reports and working papers.
  - Assist with the completion of the Financial Information Return (FIR).
  - Submitting departmental budgets including budget narratives.
  - 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 bring to us

We would expect that you provide yourself on your management and team leadership skills and can provide examples to us of how you have helped a team to grow and be innovative in the world of accounting. You will be a strong communicator and be able to display tact and discretion in handling matters of a confidential or politically sensitive nature. Rounding out your skills will be sound analytical abilities and well developed organizational/ time management strategies.

On the practical side, you are a university graduate with a recognized Accounting designation. You will be able to showcase to us at least five (5) years of progressive and related management experience. You have a thorough knowledge of financial, purchasing, accounting and auditing principles and practices, as well as applicable legislation/regulatory standards, and provincial grant processes. You can demonstrate to us your knowledge of local government functions and responsibilities and the Municipal Act/ other legislation affecting municipalities.

## Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

## What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The Annualized Salary range for this management position is: \$ 80,720 - \$ 95,038

## How to Apply



If you have the necessary skills, experience and qualifications, and can support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “**How to Apply**” instructions on our Website and then submit your application:

[www.muskoka.on.ca/careers](http://www.muskoka.on.ca/careers)

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

***Interviews for these roles are anticipated to take place early September with an anticipated start date of end of September.***

**POSTING CLOSING DATE: Friday, August 21, 2020 @ 12:00 NOON**

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

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.