



## **City of Stratford**

### **Business and Integration Manager**

Job Posting: 01-2022

Date Posted: Friday January 7, 2022

Annual Salary: \$84,730 - \$99,122

Closing: Friday January 28, 2021

Department/Division: Social Services

#### **Duties:**

Reporting to the Director of Social Services, along with indirect reporting to the Corporate Services Director/Treasurer, the Business and Integration Manager is responsible for the oversight and delivery of key financial and administrative functions to support the work of the Social Services department. The Manager provides financial and business acumen to the Ontario Works, Homelessness, Children's Services and Housing Programs of the department while adhering to corporate policies and procedures and provincial ministry guidelines from four different ministries. The position works closely with Corporate Services in an effort to integrate shared services e.g., asset management, capital projects, accounts payable, customer service delivery, electronic data management and policy development and implementation.

- Provide technical assistance to all programs of the department on a regular basis, analyzing and interpreting effective operational/capital financial processes, including making recommendations on the on-going development and implementation of program budgeting.
- Liaise with program managers to improve methods of budget formulation and review and develop forecasting techniques.
- Assist with development and implementation of Ontario Works, Housing, and Children Services program budgets, ensure compliance with Ministry performance measures/outcomes and subsidy allocations.

- Identify opportunities for integration of services and financial supports for clients as well as opportunities for internal cross-divisional budget alignment and efficiencies.
- Liaise with Provincial Ministries of Education (MEDU), Children & Youth Services (MCYS) and Children, Community & Social Services (MCCSS) with regards to guidelines, subsidies, and other regulations as they relate to program areas.
- Provide input into the preparation of the annual operational and capital budgets for the programs of the department
- Provide oversight and strategic direction, in collaboration with managers and supervisors across the department, related to the integration of social services and supports, and modernized approaches to service delivery
- Lead Social Services financial staff through effective communications, coaching, counseling and mentoring with a goal toward continuous improvement
- Prepare and reconcile quarterly, semi-annual and annual provincial subsidy reporting to MEDU, MCYS and MCCSS.
- Oversee the preparation of monthly client assistance subsidy claims with MCSS.
- Review monthly departmental financial reports, variance analyses and statistics, requesting adjusting journal entries where necessary
- Analyze accounts for operating project, capital and asset/liability control.
- Liaise with Corporate Financial Analyst monthly to discuss forecasts and explain variances.
- Calculate monthly subsidy revenue to be recorded for county reporting based on year-to-date expenditures incurred.
- Liaise with Corporate Services and Facility staff on Asset Management Planning and long-term Capital Projects.
- Strong working relationships with community partners and municipalities across the province in relation to best practices for human service integration, modernization, and operational efficiencies

**Qualifications:**

- Undergraduate university degree in Accounting, Commerce, Business Administration or in a related field
- A minimum of five years of professional experience in financial administration or in a related field
- A minimum of two years of previous managerial experience

**To apply for this position:**

Submit a resume, clearly outlining your qualifications and experience, quoting the job posting number in the subject line to [hr@stratford.ca](mailto:hr@stratford.ca). Please do not submit duplicates.

Attachments should be in PDF format. Applications will be received until Friday January 28, 2022 at 4:30 pm.

**Please note that the City of Stratford has a Mandatory Vaccination Policy. All employees are required to be fully vaccinated against COVID-19 and must provide proof of their vaccinations as a condition of employment.**

**Accommodations** are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.

While we appreciate all applications received, only those selected for an interview will be contacted.

Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 336.

**Human Resources Department**

City Hall, P.O. Box 818

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