



## Manager of Financial Services

**Job Posting: 52-2020**

**Posted: November 3, 2020**

<b>Duties</b>	<ul style="list-style-type: none"> <li>• Provide accounting Services and prepare Financial and Regulatory reports for the Corporation, Stratford City Centre Committee, Stratford Municipal Golf Course and City of Stratford Trust Funds</li> <li>• Coordinate activities required for external audits including, supporting documents preparation, onsite audit support and answer all inquiries related to the audit.</li> <li>• Liaise with and/or provide information reports to staff, other internal departments, Council, government and other municipalities and the public on accounting, budget, payroll, finance and purchasing related issues.</li> <li>• Oversee and monitor the Corporations purchasing including tender, quotes and RFP reviews, problem resolution and bidder disqualifications.</li> <li>• Manage the day-to-day accounting functions (Payroll, Finance, AP, AR, Purchasing, Investments) of the Corporation including workload scheduling, performance management, system controls, budget and financial monitoring.</li> <li>• Perform role in accordance with duties of supervisors outlined in section 27 of the Occupational Health and Safety Act (OHSA).</li> <li>• Perform other related duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Undergraduate University Degree in Accounting.</li> <li>• Minimum 1-3 years related professional experience.</li> <li>• CPA Designation</li> <li>• Knowledge of GAAP, PSAB, Canadian Revenue Agency and HST regulations.</li> <li>• Extensive knowledge of Great Plains, Excel, Microsoft office, and Citywide Asset Manager.</li> <li>• Excellent written and oral comprehension and expression.</li> <li>• Deductive Reasoning or Data Analysis.</li> <li>• Problem Sensitivity/Resolution.</li> </ul>
<b>Department/Division</b>	<b>Corporate Services/Finance</b>
<b>Reporting to</b>	Director of Corporate Services
<b>Annual Salary</b>	<b>\$87,547 - \$102,419.</b>
<b>Closing Date/Time</b>	Friday November 27, 2020 @ 4:30 pm

**To apply for this position:**

- Please submit a resume, clearly outlining your qualifications and experience, and quoting the job posting number.
- Applications can be submitted by email to [hr@stratford.ca](mailto:hr@stratford.ca). Please do not submit duplicates.
- Please include the Job Posting Number in the message subject line. Attachments should be in Microsoft Word or PDF format.

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 274.

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

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