



POSITION VACANCY

Call Number:	2019 - 34
Position:	Manager of Accounting
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm Monday to Friday (35 hour work week)
Salary Range:	\$91,859 to \$114,824
Date Posted:	May 9, 2019
Closing Date:	May 31, 2019 at 4:30 p.m.

The City of Niagara Falls is a dynamic, internationally renowned city with a prosperous business community growing from a diverse economic base that includes tourism, manufacturing, professional services, and commercial sectors. Dedicated to excellence in public services, we invite you to discover why Niagara Falls is a premier place to live, work, and play

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (Select 'Careers and Employment'). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, May 31, 2019.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION

Finance

- POSITION TITLE:** Manager of Accounting
- POSITION SUMMARY:** Under the direction of the Director of Finance, the Manager of Accounting will develop, organize, and supervise a section(s) of the Finance Department.
- RESPONSIBLE TO:** Director of Finance
- SUPERVISES:** Senior Financial Analyst, Accounts Payable Clerks (2), Accounts Receivable Clerk
- RESPONSIBLE FOR:**
1. Establish and maintain detailed systems, procedures, and controls to ensure the efficient processing of accounting operations.
 2. Provide direct front line supervision and responsible for providing operational work assignments, guidance, discipline and performance evaluations for staff.
 3. Provide technical reports and recommendations on such matters as accounting, data processing, budget control, insurance, banking, business planning and fiscal policies.
 4. Represent the Finance Division as required on technical matters in discussion with the City's auditors, other City departments, consultants, local boards and other government agencies.
 5. Responsible for a variety of accounting functions including but not limited to: reviewing, approving or preparing journal vouchers or special year-end adjustments; directing and participating in preparation of grant and subsidy applications; authorizing cheque preparation.
 6. Direct and participate in the preparation of regular/special financial statements and schedules in conformance with the requirements of the Ministry.

7. Develop, collect, analyse, interpret and provide financial information and advice to departments for the City's operating budget preparation inquiries and for reviewing and commenting on budget variance throughout the year.
8. Perform annual reviews of internal financial controls, procedures and policies of City departments in compliance with external auditor reviews.
9. Share the custody and portfolio management of Reserve and Trust Fund with the Manager of Capital Accounting.

QUALIFICATIONS:

Must possess a recognized Accounting Designation (CPA, CA, CPA, CMA or CPA, CGA) with a University Degree in Business Administration, Accounting, Finance or related discipline.

At least five (5) years related experience with an excellent knowledge of municipal accounting, relevant legislation at the municipal, provincial and federal level. Have a thorough knowledge of relevant computer applications and ability to communicate effectively.

Completion of the AMCTO, Municipal Accounting and Finance Program is considered an asset.

Revised: May, 2019