

Finance Specialist

(Job # 2023-069-IE)

Department:	Finance
Status:	Full Time, Permanent
Date Posted:	September 22, 2023
Date Closing:	October 13, 2023, 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$78,791.95 - \$95,862.45 annually
Flexible Working Arrangement:	Location and Schedule

WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, flexible working arrangements and an EAP, to help you prioritize what matters most.

The Town of Stouffville is going through exponential growth which requires a talented and passionate expert Finance Specialist to join our organization! This role is a perfect fit for those with experience in auditing, who are willing to take on challenging and exciting projects and tasks. The Finance Specialist will be joining a high functioning, dedicated and close-knit team that collaborates on all projects and implementation. The role will require the candidate to be able to work independently with little supervision, have good leadership skills, the ability to work easily with others and lead by example.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Reporting under a matrix framework to the Manager, Finance/Deputy Treasurer and Manager of Budgets and Financial Planning/Deputy Treasurer this position will take the lead in providing financial support to the areas of finance, accounting, budgeting, and financial reporting. This role will focus on the implementation of the new Public Sector Accounting Board standards, Asset Retirement Obligations and Financial Instruments, coordinate the annual audit process and liaise with Town's external auditors, preparation of financial statements and accompanying notes to the financial statements and preparation of report and presentation to Council of the audited Financial Statements. The Finance Specialist will work under moderate to minimal supervision with general guidelines to provide support to the Finance team as well as individual departments including liaison with directors, managers, and other staff members.

Qualifications and Requirements:

- Holds a Chartered Professional Accountant designation.
- Recent auditor experience
- Thorough working knowledge of generally accepted accounting principles as applied through the Public Sector Accounting Board (PSAB) standards and guidelines.
- A master's degree in business administration, Mathematics or Economics would be an asset.
- Minimum five (5) years relevant professional accounting or financial experience.
- Experience in municipal budgets, forecasting and financial reporting and accounting.

- Knowledge of provincial and municipal statutes and regulations pertaining to finance including the ability to interpret and explain complex legislation.
- Demonstrated experience in the analysis, design, and creation of computerized financial models.
- Demonstrated analytical, mathematical and project management skills, including proficiency with statistical software.
- Demonstrated experience in writing analytical reports/studies, including the ability to identify problems, analyze and interpret data, and make and defend recommendations.
- Excellent communication, interpersonal, consultation and relation building skills with ability to deal courteously and effectively with municipal staff, elected officials, residents, and other agencies.
- Experience with MS Dynamics/Great Plains accounting software and FMW budgeting software
- Advanced skills in MS Office with an emphasis on Excel.
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management and accountability, and flexibility/adaptability.
- High degree of accuracy, attention to detail and record keeping skills.
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files.
- Availability to attend evening meetings and/or work overtime as required which may be significant during annual budget and year end cycles.

How to apply:

Please forward your resume in confidence by **October 13, 2023, at 4:30 p.m.**, identifying **Job # 2023-069-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.