

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(FINANCIAL SERVICES DIVISION – ACCOUNTING SERVICES – LOCATION – 120 KING ST. W., 9th FLOOR)

MANAGER, ACCOUNTING SERVICES

SUMMARY OF DUTIES

Reporting to the Director, Financial Services responsible for the direct management of the Accounting Services Section in the preparation of complex annual financial statements for the City's consolidated operations, pension Funds and Trust Funds, statutory reporting requirements for Harmonized Sales Tax and other commodity taxes, banking services contract, bank reconciliations, account analysis, expenditure and revenue analysis, financial transactions, monthly management reporting and controls on financial reporting.

GENERAL DUTIES

Manages and co-ordinates the daily operations and administration of the Accounting function.

Evaluates and reports on the section's service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency.

Responds strategically to emerging trends and legislative changes by assessing the impact on the City's accounting and financial reporting practices.

Participates in strategic planning and direction of the Division and Department as a member of the Division Management Team.

Provides creative leadership through consultation with an effective division management team.

Promotes teamwork and integration between units within the division and with other parties participating in cross-functional and cross program initiatives.

Develops and empowers staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and technical direction.

Monitors the operations and projects within the section to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance.

Participates in the development and monitoring of operating and capital budgets.

Provides technical guidance and advice to departmental management and user department staff to ensure compliance with legislation, bylaws, policies and procedures that enhance the City's accuracy in accounting and financial reporting.

Responds to issues and queries raised by City of Hamilton Council.

Interprets and ensures compliance with Federal and Provincial legislative statutes and regulations and municipal bylaws, policies and procedures.

Monitors and examines market conditions and emerging trends that impact the Municipal sector.

Responds to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Provides professional consultation, including reports, to Council and its Committees.

Provides resource support for financial system implementation, upgrades and enhancements.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. A University degree in a related accounting, finance or business discipline such as Commerce, Economics, Business Administration and/or a recognized professional accounting designation or an equivalent combination of education and experience.
2. Developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
3. Strong leadership, facilitation, communication, presentation, interpersonal and organizational skills.
4. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
5. Experienced in designing and delivering customer focused programmes and services.
6. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
7. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
8. Working knowledge of computer software applications.