

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(FINANCE ADMINISTRATION & REVENUE GENERATION DIVISION – LOCATION – 77 JAMES ST. N., SUITE 400)

MANAGER, FINANCE & ADMINISTRATION

SUMMARY OF DUTIES

Under the general direction of the Director Finance Administration & Revenue Generation, manages overall financial, accounting and administrative functions for large and complex client departments. Responsible for developing and implementing processes and procedures to support Council's strategic direction of attaining long-term financial stability for the City within the context of the Council approved fiscal framework document through establishing the corporate framework/instructions/policies for the development of the shorter term financial plans as expressed in the annual operating and capital budgets and the longer term financial plans.

GENERAL DUTIES

Responsible for providing leadership and strategic direction to Finance & Administration & Revenue Generation Division in the establishment and implementation of Divisional priorities and programs which align to corporate vision, goals and strategic planning initiatives.

Responsible for establishing and maintaining positive client relationships with internal and external management and stakeholders.

Manages, through subordinate supervisors, all general accounting and financial functions including the processing of payments, purchase requisitions, payroll information, financial reporting and analysis according to service level agreements.

Develops and manages the preparation, control and reporting of both the current and capital budgets and makes recommendations to client department management with respect to financial implications for departmental operations, projects, contracts, etc. Provides commentary for Council reports and recommends appropriate funding alternatives and allocation of costs.

Reviews, monitors and analyzes the reasonableness of budgetary requests. Prepares forecasts, projections, trends, revenues and cost analyses and coordinates the publication of the actual budget document and supporting material.

Provides expert financial advice and ensures services are provided to the General Managers and Directors with respect to Budgets, special project needs and financial analysis.

Manages staff and staffing requirements including interviewing, hiring, setting/prioritizing, measuring performance, setting objectives and conducting regular performance reviews. Evaluates, plans and ensures the adequate training and career development of staff.

Manages the preparation of all subsidy claims and related documentation pertaining to the Department and ensures subsequent follow-up to ensure subsidies have been approved and received.

Oversees the preparation of financial and systems reports that are required by Provincial, Federal and Municipal directives.

Works closely with other Finance & Administration Managers to ensure that the activities and programs of the City Treasury Division align effectively with all Corporate and Finance Department activities and programs.

Establishes and co-ordinates the division's needs as they relate to information services.

Researches and analyzes economic and financial trends. Reviews and evaluates new and emerging trends in the field of financial planning and policy development.

Participates as a member of the Departmental Management Team and other committees as assigned.

Provides program development and evaluation by identifying program objectives, activities, outcomes and indicators of each program.

Participates in special projects as directed by the City Treasurer.

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.

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

QUALIFICATIONS

1. Post secondary education in a professional discipline pertinent to the job functions combined with relevant management training and sound business administration experience normally acquired through the completion of a University Degree in Business Administration, Commerce or Economics and/or a recognized professional accounting designation such as (CA, CGA, CMA) or an equivalent combination of education and related work experience.
2. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
3. Highly developed ability to articulate a vision, to lead and inspire others.
4. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
5. Good interpersonal skills and demonstrated ability to communicate effectively orally and in writing with all levels of government, management, peers, staff and the general public.
6. Demonstrated supervisory and leadership abilities acquired through direct supervision of staff.
7. Progressively responsible experience in the areas of accounting, budgets and information systems.
8. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
9. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
10. Knowledge of collective bargaining process.
11. Excellent knowledge of computer software applications, budget systems and related systems
12. Professional accounting designation (CA, CMA or CGA) would be considered an asset.