

## CITY OF HAMILTON

### **CORPORATE SERVICES DEPARTMENT** **(FINANCIAL SERVICES & CORPORATE CONTROLLER DIVISION – BUSINESS APPLICATIONS, ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE – LOCATION – 28 JAMES ST. N.)**

#### **MANAGER, BUSINESS APPLICATIONS, ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE**

##### **SUMMARY OF DUTIES**

Reporting to the Director, Financial Services & Corporate Controller, manages the accounts payable and accounts receivable financial functions including the processing of payments/collections, invoices, financial reporting, analysis and reconciliation. Manages the financial Enterprise Resource Process system including application development, implementation, support and maintenance, including application upgrading, to ensure that technology is current and meets user needs. Recommends changes and/or upgrades to corporate financial system.

##### **GENERAL DUTIES**

Manages and co-ordinates the daily operations and administration of the Accounts Payable, Accounts Receivable and Business Application functions.

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.

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 monitors of operating and capital budgets.

Manages financial service-related application development, implementation, support and maintenance, including application upgrading, to ensure that technology is current and meets user needs. Coordinates and/or provides user training in the use of financial systems/upgrades.

Assesses system enhancements and new releases and recommends changes and/or upgrades to corporate financial system. Develops and sets priorities, budgets, staff and consultant resource requirements and project management plans. Participates in strategic planning of corporate business applications development.

Develops and implements detailed work plans and recommends policies/practices for accounts payable, accounts receivable and financial application support specific requirements. Reviews operational areas to assess opportunities for re-engineering/reorganizing and to ensure best practices are considered/incorporated as appropriate.

Develops and implements internal accounts receivable, accounts payable and financial system support related procedures and control policies. Ensures internal controls and system standards and policies are maintained and

that audit requirements are met. Assesses control procedures associated with each major function and the financial system and develops and implements improvements as appropriate.

Provides consultative services and support to internal staff in accounts payable and accounts receivable policies and processes and in financial system application software issues.

Ensures accounts payable, accounts receivable and financial system compliance with Federal/Provincial statutes and regulations and municipal by-laws and policies/procedures. Responds strategically to emerging business specific legislative, regulatory and policy changes by assessing the impacts on overall financial system practices and developing and implementing strategies as appropriate.

Develops and recommends corporate policies and implementation strategies related to accounts payable, accounts receivable and the overall financial system, as required.

Manages inquiries, issues and/or problems regarding accounts payable, accounts receivable and financial system functions and either responds or makes recommendations regarding an appropriate response.

Provides professional consultation, including reports, to Council and its Committees as it relates to accounts payable/receivable and the financial system.

Manages and participates in special projects and various committees/meetings related to accounts payable, accounts receivable and the financial system.

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. A University degree in a related accounting, finance or business discipline such as Business Administration, Commerce or Economics and a recognized professional accounting designation. (CPA) with four years related and progressive management experience.
2. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
3. A minimum of five years of experience in accounts payable, accounts receivable and financial application support and administration in a large public or private sector organization.
4. Strong computer skills with several years of experience in financial computer software systems.
5. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
6. Strong leadership, facilitation, communication, presentation, interpersonal and organizational skills.
7. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.

8. Experience in designing and delivering customer focused programs and services.
9. An effective decision maker that promotes and fosters teamwork with the ability to manage change effectively.
10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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