

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (FINANCE ADMINISTRATION & REVENUE GENERATION DIVISION- LOCATION – VARIOUS)

BUSINESS ADMINISTRATOR

SUMMARY OF DUTIES

Reporting to the Manager, Finance and Administration, oversees the coordination of Finance and Administration services to internal and external clients through the effective supervision and leadership of staff engaged in the coordination and provision of budget, accounting and other financial/administrative services. Delivers the best practice and cost effective Finance and Administration support services that meet mandated service level agreement, City and other legislative guidelines/requirements to multiple program and service areas with varying requirements and objectives.

GENERAL DUTIES

Oversee the coordination of Finance and Administration support services to internal and external clients by:

- Coordinating the preparation and timely submission of Provincial/Municipal financial and statistical reporting data including annual budget service plans, quarterly year-to-date variance reports, annual, quarterly, monthly settlements and other ad-hoc submissions as required.
- Coordinating the timely processing of financial transactions including vendor/supplier payments, accounts receivable, cash handling, time entry, etc. to ensure the integrity and timeliness of financial data/transactions
- Coordinating the formulation of payable schedules relative to program specific service contracts ensuring the integrity and timeliness of financial transactions/data
- Reviewing and approving journal vouchers, purchasing requisitions, accounts payable payments, accounts receivable and other processing documents for general ledger processing
- Coordinating the preparation and ensuring the accuracy of journal entries and requests for information by assisting with analyzing accounts and reporting on variances as required. Assists with preparation of variable explanations with information received from program staff
- Assisting with ensuring the integrity of the general ledger through variance analysis and review and appropriate approval of account reconciliations
- Liaising with Divisional Program Managers and Directors as appropriate regarding Finance and Administration support matters. Attends Divisional management team meetings, responds to inquiries and makes presentations and/or provides information as required
- Liaising with external clients to determine needs/requirements including other levels of government and external working groups. Develops and maintains relationships with external funding agencies; and
- Coordinating the Division's day to day needs with respect to information technology and human resource management processing requirements and transactions

Supervise staff engaged in the coordination and provision of budget, accounting and administrative services for specific client groups according to service level agreement requirements by:

- Hiring, orienting, training, supervising, evaluating and disciplining staff on a day to day basis
- Determining and ensuring appropriate training and recommending development opportunities
- Approving requests for time off and monitoring absences according to corporate guidelines and to ensure appropriate service levels
- Revising staffing levels/configurations and making recommendations to more effectively service client departments including considering physical space requirements, work flow and workload
- Ensuring financial controls are in place and staff are following policies and procedures
- Developing, monitoring and implementing financial/administrative procedures to ensure accurate and timely financial reporting
- Ensuring that employees are provided with and use the appropriate equipment, material and information resources; and

- Ensuring that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures

Prepare work plans in response to corporate timetables for budget and year-end and monthly processes. Assist with the formulation and compilation of the annual current and capital budgets and reserve forecasts for the client department.

Work with other Business Administrators on projects and issues common to the department as a whole.

Work 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. Advanced knowledge of accounting procedures normally acquired through the completion of a University Degree in Business Administration, Commerce, Economics or a professional accounting designation; or an equivalent combination of education and relevant work experience.
2. Demonstrated supervisory experience required with significant experience with financial controls and major enterprise financial/statistical systems.
3. Must have experience working in a computerized accounting environment. Experience in the finance/accounting section of a large unionized and highly diversified public or private sector organization would be an asset. Must be computer proficient and have the ability to integrate automated and manual computerized programs. .
4. Must have thorough knowledge of Generally Accepted Accounting Principles and Practices including knowledge of budgeting, accounting and finance processes and practices.
5. Excellent interpersonal and communication skills with the ability to deal diplomatically with all levels of management, staff and public.
6. Developed analytical, mathematical, statistical and problem solving skills with the ability to review and analyze legislation, agreements and/or program documents.
7. Must have proven planning, organizational and time management skills.
8. Familiarity with and the ability to understand municipal legislation.
9. Must be able to work/act independently and in a team environment with the ability to manage multiple assignments and operate within tight time restrictions.
10. Knowledge of Municipal Fund Accounting principles and practices, internal control procedures, policies and practices and government financial reporting regulations, guidelines, policies, etc. would be an asset.
11. Knowledge of human resource management processes and the collective agreement would be an asset.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.