



The Corporation of the Town of Arnprior invites applications for the position of:
Manager of Finance & Support Services

Posting Date: January 2nd, 2018

Job Type: Full-Time (Non-Unionized)

Work Location: Town Hall (105 Elgin St. West, Arnprior, ON)

Reports to: General Manager of Client Services/Treasurer

Salary: Grade 12: \$74,158 to \$87,245 (Under Review)

Job Summary: Under the general direction of the General Manager, Client Services/Treasurer, the Manager of Finance & Support Services is responsible for managing the Town's Finance & Support Services Branch. The position will provide leadership and supervision to staff that fall under the Finance & Support Services Branch including Human Resources, Information Technology Services and Finance. The Manager of Finance & Support Services is the Deputy Treasurer and is responsible for a broad range of corporate finance functions and tasks, including, but not limited to, the administration of the general accounting, revenue billing and collections (taxation, water/sewer, fees), payroll and benefits administration, accounts payable operations, audit coordination, budget preparation and forecasting, long range financial planning, Development Charge, Financial Reporting (to CAO, Council, Ministry of Municipal Affairs and Housing). The Manager of Finance & Support Services will ensure finance functions and tasks are completed in accordance with Public Sector Accounting Board (PSAB) standards, appropriate legislation including the Ontario Municipal Act and Assessment Act, and Municipal policies and procedures.

Qualifications: The qualified candidate will be detail oriented, have sound analytical and problem solving skills, a demonstrated understanding of generally-accepted accounting principles and practices, have a minimum of 5 years' experience in a related field and possess an undergraduate university degree or college diploma in business administration with an emphasis in accounting or related field. Previous Municipal experience will be considered an asset. For a complete list of the qualifications and the job description please consult the Town's website at www.arnprior.ca.

If you require a disability-related accommodation to participate in the recruitment process please email Laura Garbuio, Human Resources Officer, at lgarbuio@arnprior.ca.

Interested candidates are invited to submit an application in confidence by **3:00 PM (local time) on Tuesday, January 30th, 2018**, quoting "**Manager of Finance & Support Services**" attention to Laura Garbuio, Human Resources Officer by:

Mail: Town of Arnprior

105 Elgin St. W.

Arnprior, ON K7S 0A8

E-mail: lgarbuio@arnprior.ca

Facsimile: (613) 623-8091

All applicants are thanked for their interest. Internal and external candidates will be interviewed simultaneously. Only the candidate selected for an interview will be contacted. Information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* for the purpose of candidate selection. The Town is committed to maintaining an equitable work environment and welcomes submissions from all qualified applicants.