

Manager, Budgets and Procurement

Financial Management Services

Summary:

Reporting to the Director of Financial Management Services, this position is responsible for the review, analysis and evaluation of the operation, water/wastewater and parking budgets for the City of St. Catharines, as well as providing recommendations to meet Budget Standing Committee guidelines.

Duties and Responsibilities:

- Prepare and maintain the City's annual operating budget files for all Corporate departments, boards and commissions.
- Review, analyze, evaluate and update operating, water/wastewater and parking budgets and prepare annual budget payroll information in Financial Management System (FMS) software.
- Manage and update FMS software accordingly to ensure staffing information is accurate.
- Create and provide variance and forecasting reports to all departments for both operating expenditures, and interpret and report results to the Budget Standing Committee.
- Prepare operating budgets amounts for the City's Audited FS and assist Accounting staff with variance analysis of the same.
- Prepare City and Business Improvement Area (BIA) tax rates and ensure levy is accurate to cover approved budgets.
- Monitor all Corporate expense accounts to ensure adherence to approved budgets.
- Identify and advise of correcting journal and accounts payable entries, including identification of account numbers to be created in the general ledger.
- Review recruitment requests and confirm budget dollars available for hiring.
- Provide direction, coordination, support and management of the Corporations Procurement Division.
- Initiate, manage and participate in projects related to budget and procurement software systems and procedures and implement changes in methods and procedures for the function of the business units.
- Oversee staff including hiring, training, supervision, discipline and evaluation.
- Perform other related duties as directed.

Position Requirements:

- University Degree in Accounting, Business Administration, Finance, Economics or related discipline.
- Five (5) years progressive experience in municipal government preferably in a finance department, including managerial, accounting and budget experience.
- Completion of the AMCTO, Municipal Accounting and Finance Certificate.
- Strong knowledge of municipal budgeting best practices and purchasing guidelines.
- Demonstrated knowledge of accounting and purchasing principles and procedures.
- A recognized Chartered Professional Accounting (CPA) Designation and Ontario Public Purchasing Certification is considered an asset.
- Experience managing staff in a unionized environment is considered an asset.
- The ability to work in a team environment, liaise with key external and internal stakeholders and to function effectively with minimal supervision.
- Proven organizational and time management skills.
- Well-developed coaching, supervisory and leadership skills with proven ability to maintain effective relationships with staff, the public and public officials.
- Demonstrated analytical skills, care and accuracy with advanced working knowledge of computerized systems and proficiency in MS Office Suite with the ability to quickly adapt to applicable software.
- A demonstrated commitment to enhancing a safety culture through effective management with the goal of achieving a healthy and safe operation.

Pay Group 9 – Minimum \$76,524 annually; Maximum \$95,654 annually
Closing date: March 25, 2019

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