

TITLE: MANAGER OF FINANCIAL SYSTEMS, TECHNOLOGY & ACCOUNTING
DEPARTMENT: FINANCIAL SERVICES
DIVISION: CORPORATE SERVICES
CATEGORY: EXEMPT
BAND: BAND 4

GENERAL ACCOUNTABILITY

Reporting to the Director of Financial Services, the Manager of Financial Systems, Technology & Accounting provides strategic leadership and oversight of the Town's financial systems, accounting operations, payroll and benefit administration, internal controls, enterprise business systems and related technology services.

This position plays a key role in advancing strategic initiatives, optimizing business processes, supporting data informed decision-making, and ensuring that financial and technology services align with organizational priorities. The Manager also provides leadership and oversight of technology infrastructure, enterprise systems, cybersecurity initiatives and technology governance through the supervision of staff and external service providers.

Working collaboratively across departments, the Manager supports corporate priorities, organizational performance improvements, business continuity, risk management, asset management initiatives, and service excellence.

The position provides leadership and supervision to staff responsible for designated financial services functions, information technology and acts on behalf of the Director of Financial Services as assigned.

KEY RESPONSIBILITIES**Financial Management and Systems**

- Lead the administration, integration, optimization, and continuous improvement of the Town's financial management and related business processes.
- Support the development, implementation, and continuous improvement of financial policies, procedures and business processes.
- Oversee the integrity and effectiveness of financial systems, reporting tools, and related business processes.
- Support financial reporting, statements, budgeting, asset management initiatives, and coordination of year-end audit activities.
- Ensure compliance with Public Sector Accounting Standards (PSAS), municipal legislation, corporate policies, and applicable regulatory requirements.
- Conduct financial analysis and prepare reports, recommendations, and presentations for senior leadership and council to support organizational decision-making.
- Support the annual budgeting process and related financial planning activities.
- Prepare and present reports, recommendations, and presentations to senior leadership, Council, and committees as required.



Payroll, Purchasing & Internal Controls

- Provide oversight and support for payroll, benefits administration, and related financial processes.
- Ensure compliance with collective agreements, employment-related financial obligations, pension requirements, and applicable legislation.
- Support procurement processes, contract administration, and technology-related purchasing activities.
- Promote compliance with the Town's Purchasing Policy and financial controls framework.
- Lead the development and monitor internal controls and risk management that safeguard organizational assets.

Information Technology Leadership

- Provide strategic and administrative oversight of the Town's technology services, enterprise systems, cybersecurity initiatives and digital service delivery programs.
- Collaborate with IT Coordinator in the development and implementation of technology strategies, standards, policies and long-term plans that support organizational objectives and service delivery requirements.
- Provide oversight of business applications, helpdesk services, technology assets, endpoint management, hardware and software lifecycle management, vendor contracts, procurement, budgeting, and service delivery.
- Lead or sponsor technology projects, system implementations, upgrades, and business improvement processes from concept through implementation.
- Identify opportunities to improve organizational effectiveness through process automation, data analytics and emerging technologies.
- Ensure appropriate cybersecurity controls, vulnerability management, disaster recovery planning, business continuity measures, and data protection practices are maintained.
- Develop and track IT performance metrics and provide regular reporting and recommendations to senior leadership.
- Research and evaluate emerging technologies and recommend solutions that improve organizational effectiveness, service delivery, cybersecurity, business continuity, disaster recovery initiatives through appropriate governance, planning and oversight.
- Support the development and maintenance of technology governance frameworks, policies, standards, and procedures.
- Prepare business cases, project plans, resource requirements, budgets, risk assessments, and implementation strategies.

Leadership & Organizational Excellence

- Provide leadership, mentoring, coaching, and development opportunities to assigned staff in both Finance Services and Information Technology divisions.
- Plan, assign, supervise, evaluate and support the work of assigned staff to ensure effective service delivery and achievement of departmental objectives.
- Establish performance expectations and promote employee growth and succession planning.
- Foster a culture of accountability, collaboration, innovation, customer service, and continuous improvement.
- Build effective working relationships with Council, senior leadership, employees, external agencies, vendors, auditors, and community partners.
- Lead and/or oversee special projects, organizational initiatives, and strategic priorities as assigned.

QUALIFICATIONS

Education & Professional Credentials

- Degree in Business Administration, Information Technology, Accounting, Finance, Commerce, or a related discipline.
- Minimum five (5) years of progressively responsible experience in financial systems management, accounting, enterprise business systems, information technology governance, or a related field, including a minimum of three (3) years of management experience with responsibility for staff leadership, performance management, budgeting, planning, and operational oversight.
- Municipal government or public sector experience is considered an asset.
- Minimum five (5) years of supervisory or management experience.
- Chartered Professional Accountant (CPA) designation is highly desirable; however, equivalent education and experience may be considered.
- Experience with accounting, budgeting, financial reporting, and Public Sector Accounting Standards (PSAS) is considered an asset.
- Demonstrated experience overseeing enterprise systems, technology services, business process improvement initiatives and organizational technology projects.
- Demonstrated ability to lead organizational change and continuous improvement initiatives.
- Experience developing and implementing technology strategies, policies, and governance frameworks, vendor relationships, service contracts, procurement activities, and operating budgets.
- Professional certifications relevant to information technology, cybersecurity, enterprise systems, project management, business analysis, or related disciplines would be considered an asset

KNOWLEDGE, SKILLS & ABILITIES

The ideal candidate will possess:

- Knowledge of municipal finance, accounting principles, budgeting, and financial administration.
- Familiarity with Public Sector Accounting Standards (PSAS) and local government regulatory requirements.
- A strong understanding of technology governance, enterprise business systems, cybersecurity principles, and digital service delivery.
- Knowledge of security frameworks, risk management, business continuity planning, and disaster recovery practices.
- Strong understanding of technology governance, procurement, vendor management, and contract administration.
- Knowledge of enterprise business applications, systems integrations, data governance, information management principles and technology-enabled service delivery.
- Strong project management and organizational skills.
- Excellent analytical, problem-solving, and decision-making abilities.
- Strong communication, presentation, facilitation, and report-writing skills.
- Ability to effectively manage competing priorities in a complex and changing environment.
- Demonstrated ability to lead organizational change, foster innovation, and build collaborative relationships.
- Commitment to customer service excellence and public service values.

DIRECT REPORTS

- IT Coordinator (Exempt)
- Payroll and Benefits Administrator (Non-Exempt)
- Accounts Payable Coordinator (Non-Exempt)