



KINGSTON POLICE

705 Division Street, Kingston ON K7K 4C2

**Director of Finance
Kingston Police**

Kingston Police is proud to serve the Kingston community of 123,363 residents. We have a dedicated workforce of 211 officers and 61 civilians and are one of the oldest municipal police services in Canada. Our members are guided by the mission and values of the Kingston Police. We are committed to achieving our vision of being among the most progressive, efficient and effective community-oriented police services by developing, supporting and engaging our members.

Kingston offers the quality of life of a smaller community with the amenities of a major centre. Kingston is located on the eastern end of Lake Ontario, at the beginning of the St. Lawrence River and at the mouth of the Cataraqui River. Kingston is midway between Toronto and Montreal.

Job Summary

The Director of Finance is a key member of Kingston Police's senior leadership team and is responsible for the overall management and direction of finance and planning, including business planning and analysis, business support and corporate planning and research. Reporting to the Chief of Police, the Director is also responsible for budget development, and control and accounting functions, of the Kingston Police. The Director manages all financial aspects of the business planning process and financial audit process, as well as oversees all purchasing and procurement. The Director provides financial expertise and leadership in ensuring budget and accounting control, as well as ensuring financial integrity.

While remote work may occasionally be possible, this position is primarily in-person at Kingston Police Headquarters.

Salary Range is \$122,521 to \$153,152

A full job description can be found online at the following link: [Kingston Police Careers](#)

Education

- Must possess a University/college degree or diploma in business, accounting/finance or an equivalent combination of education and demonstrated work experience
- A professional designation (CA, CMA, CGA) is required

Experience/Requirements

- 12+ years of progressive experience with a minimum of seven (7) years of current experience in a Senior level Finance role
- Demonstrated experience in managing operational and capital budgets, including forecasting
- Demonstrated ability to manage risk
- Demonstrated flexibility and organizational skills in dealing effectively with shifting priorities based on urgency and importance
- Demonstrated ability to communicate in a professional manner
- Demonstrated work experience ensuring integrity and confidentiality are maintained

- Experience working in a municipal environment is preferred
- Require flexibility and the ability to work irregular and/or extended hours to meet the operational needs of the organization
- Experience with policies and procedures including Collective Agreement interpretation/application
- Experience with applicable legislation and standard accepted business and financial practices
- Required to obtain and maintain a satisfactory police record check

Knowledge/Skills/Ability

- Strong financial and business management skills, including the ability to model financial data, plan and forecast, and effectively solve problems
- Ability to research and develop new business strategies and implement enhanced and proactive planning/reporting methods in response to organizational needs
- Highly skilled in the use of applicable software for accounting, payroll and financial tracking, including FMS, PeopleSoft or other accounting software programs, MS Excel and Access
- Ability to think strategically
- Extensive management and customer service skills
- Strong understanding of the business planning process
- Strong analytical skills ensuring accuracy with a large volume and diversity of work
- Solid understanding of the organization's mission, vision and values and how the position fits with the overall direction of the organization

Duties and Responsibilities

- Direct and oversee all financial management processes to meet operational requirements
- Direct, develop and oversee the financial and accounting system controls and standards for operational and capital budgets for long- and short-term goals
- Plan, prepare and implement financial strategies and cost benefit analyses
- Provide confidential accounting and management support to the Kingston Police Service Board on various topics such as contract negotiations and special projects
- Develop and provide strategic financial direction and forecasts in relation to human and physical resources for the Kingston Police
- Forecast the financial impact of negotiated collective agreement changes, including salary changes, annualization and inflation, based on trends and statistical analysis
- Develop financial policies and procedures to support and enhance internal activities and provide effective cost control mechanisms, while managing risk for the organization
- Report to senior management any trends or changes that are critical to the organization's financial performance through regular reporting
- Develop and provide regular or as required financial status reports for senior administration, including the status of capital projects, reserves (crime abatement, traffic safety), and tracking of expenses to budget
- Implement and maintain automated financial tracking systems, policies and procedures

- Develop budget guidelines and budget control systems to build and track variances of annual budgets for the organization
- Manage and monitor accounts payable and receivable
- Manage and monitor the credit card program, including vehicle gas cards
- Track and follow up on ongoing contractual obligations and costs vs. estimates. Provide timely reports to the senior administration as required
- Provide recommendations on the financial viability of services or programs by implementing all aspects of financial planning, analysis and modeling
- Uphold the highest level of confidentiality on all police matters
- Provide financial advice and guidance in the development of long-term strategic plans, including the Multi-Year Business Plan
- Responsible for the financial management of paid duty administration in accordance with the collective agreement
- Research and analyze the risk and benefits of all grant opportunities and monitor/manage financials of grant programs
- Prepare and present the annual budget for approval to senior administration
- Liaise and develop effective working relationships with senior City Staff, including accounting/finance department and legal department for contract review
- Monitor legislation, regulations, policies and procedures applicable to financial reporting and operations
- Provide coordination and management oversight in the disposal of police vehicles
- Provide vendor analysis and recommendations as required, in the selection of qualified and credible vendors and consultants
- Ensure that cost effective and quality maintenance and repairs are provided in a timely manner by negotiating and contracting services in conjunction with business units
- Make recommendations for the supply of services or materials
- Assist unit commanders with budget submissions
- Provide direction to staff regarding the efficient processing of accounting, auditing, purchasing and supply-related functions
- Develop a provincial network to remain aware of trends and opportunities (e.g., grants, legislation change, partnerships and cost-share where appropriate)
- Participate in special projects or assignments as required
- Performs other duties as assigned.

Employment Equity

The Kingston Police hire on the basis of merit and are committed to reflecting the diversity of the Kingston community and Canada. We are committed to non-discriminatory, barrier-free and accessible employment practices in compliance with human rights legislation and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please indicate this in your cover letter or contact Human Resources at 613-549-4660, ext 2287 or 2282. Although we appreciate all applications, only those selected for an interview will be contacted.