



JOB POSTING #2022-017

**Finance Manager
Finance Unit, Command**

**Salary: \$165,526 - \$176,730
Start date: September 2022**

The Barrie Police Services Board is seeking qualified applicants for the position of Finance Manager.

The Finance Manager is a key member of the Barrie Police Service's Leadership Team. The Finance Manager has the overall responsibility for providing direction and oversight to the Finance and Quartermaster Unit, including the Payroll Department through overseeing the management and control of the budget and financial accounting functions; the development and recommendation of procedures related to time and attendance, payroll, employee benefits, uniforms, and equipment.

Working collaboratively with the Chief of Police, Deputy Chiefs, the Leadership Team, Police Services Board and Service members, the Finance Manager assists in developing organizational strategy, initiatives, and innovative services related to finance.

The Finance Manager is accountable for all internal and external financial reports, the provision of detailed financial analysis and support for various divisions of the police service, providing technical and strategic advice to members at all levels of the organization, administration of collective agreements and ensuring compliance with all applicable legislation.

Reports to: Deputy Chief of Police - Support

Principle Duties and Responsibilities

- Manage overall financial operations of the Barrie Police Service ensuring compliance with legislative requirements and recognized standards for financial accountability.
- Currency with respect to all relevant financial matters including legislation, regulations, programs, best practices, procedures, new developments, and trends.
- Develop, modify, and implement procedures/directives to support financial controls and accountability and effective cost control mechanisms while managing risk.
- Provide support and advice on financial matters to senior management and various business units.
- Attend seminars, workshops, conferences, and training as required to maintain a high level of knowledge and expertise.

- Guide and supervise the coordination of budget documents for review and approval by the Chief of Police and the Police Services Board using calculated salary and benefit data and discretionary spending data.
- Prepare detailed summaries, continuity schedules, final budget schedules and other information required for the budget presentation to enable the Chief of Police and the Police Services Board to make informed decisions.
- Oversee and direct calculation of salary and benefit data to be used in budget preparation based upon interpretation of the collective agreements and current legislation.
- Oversee and guide the preparation of internal and external financial reports including monthly, quarterly, and annual reports/analyses provided to senior staff, Police Services Board and City of Barrie/Council.
- Prepare and submit required government reports.
- Prepare annual financial statements, working paper file and related financial reports for purposes of external audit.
- Oversee and guide the preparation and reporting of grant funding documents in accordance with guidelines and constraints of each agreement.
- Ensure accuracy and reporting of tangible capital assets in accordance with PSAB (Public Sector Accounting Board) regulations and City of Barrie policies. Ensure proper classification of assets and calculate the corresponding amortization.
- Ensure processes, procedures and controls are in place to accurately manage payroll, employee time and attendance records and update employee time banks in accordance with the appropriate collective agreement.
- Oversee the ongoing maintenance of SAP accounting software that is utilized for accounting, payroll and purchasing functions.
- Manage the Finance and Quartermaster Units including the organizations payroll department.
- Oversee the development of time and attendance software enhancements to provide efficiencies and superior reporting.
- Ensure that time and attendance/staffing location administration is correct and up to date.
- Supervise members to ensure staff development, succession planning, performance management/review, collective agreement compliance and discipline.
- Establish recommendations and guidelines, without jeopardizing officer safety to administer and monitor the approved Quartermaster budget including review of authorizations of expenditures and adherence to purchasing policies and procedures which includes the organization's uniforms and equipment items as well as office and operating supplies for all levels of the Service.

- Oversee the responsibility for the maintenance of files, records and databases which include uniform and equipment issuance records including expiration dates of assigned equipment, ensuring each staff member is adequately and safely equipped.
- Ensure the Quartermaster Unit maintains knowledge of markets and current rate of goods and services, while overseeing the review, analysis and monitoring of quotes and bids, negotiation of contracts and service agreements.
- Monitor cash flow to ensure adequate funding.
- Oversee all aspects of employee benefits including enrolment and the administration of health & dental, LTD, life insurance and pension plan benefits.
- Other duties and projects as assigned.

*Note: All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Service safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

The Barrie Police Service offers a competitive salary and excellent benefits. As a member of a growing and dynamic organization committed to the public safety of the community, the ideal candidate must possess:

Essential Qualifications

- Be at least 18 years of age.
- Be a Canadian Citizen or hold Permanent Resident Status.
- Possess a valid “G” Drivers License.
- Ontario Secondary School Diploma (OSSD); or High School Equivalency Certificate (GED).
- Be physically and mentally able to perform the duties of the position.

Education

- Post-secondary degree in Finance, Accounting or Commerce.
- Certification from a recognized professional accounting association and corresponding professional accounting designation (CPA, CA, CGA or CMA).
- Ongoing commitment to learning and professional development.

Experience

- Minimum three (3) but ideally five plus (5+) years management related experience, preferably in a senior leadership role.
- Supervisory experience that demonstrates the ability to select, train, motivate, and lead a team in a collaborative work environment.
- Direct experience with collaborative labor relations and unionized environments is a strong asset.

Desired Knowledge, Skills, and Abilities

- Computer literacy – knowledge of word processing, spreadsheet, presentation, and database software; related financial information systems, payroll applications and the internet.
- Thorough working knowledge of finance related legislation/regulations including Generally Accepted Accounting Principles (GAAP), *Income Tax Act*, Public Sector Accounting Board (PSAB), CICA Handbook, *Police Services Act*, *Employment Standards Act*, *OMERS Act*, payroll-related legislation, provincial/federal funding programs, financial, accounting and payroll principles and practices, auditing principles and practices, *Occupational Health and Safety Act*, labour relations principles and collective agreement administration.
- Comprehensive knowledge of industry standards to ensure uniform and equipment issuance is compliant with both provincial and service adequacy standards.
- Excellent interpersonal, communication and presentation skills.
- Strong time management and organizational skills.
- Analytical, research, and problem-solving skills.
- Ability to build strong and enthusiastic staff teams and external alliances/partnerships, to align departments with organizational strategies and plans.
- Ability to attend evening and/or weekend meetings as required.
- Commitment to continuous learning and ongoing professional development to maintain a professional accounting designation.
- Leadership skills to communicate organizational vision to members, our community, and service partners to inspire support for police services and funding requirements.
- Ability to work in a creative manner, utilizing alternative solutions.
- Highly skilled in staff development, using a combination of engagement, coaching, directing, and evaluation techniques to ensure staff are empowered and effectively deployed.
- Exceptional organizational, multitasking, prioritization, and time management skills to meet all milestone dates and critical deadlines.

Working Conditions

Most work is conducted in a climate-controlled office environment, sitting, or standing at a computer for long periods of time, maintaining high level of concentration. Hours of work require flexibility to meet the needs of the Service.

Occasional travel to other Barrie Police Service locations, Service Partners and Vendors while utilizing a police fleet vehicle.

The type of work is varied and ongoing. There may be ongoing pressure for performance, with the regular demand for decisions/actions based on limited information.

How to Apply

Posting Date: July 8, 2022

Closing Date: August 5, 2022

All interested **INTERNAL** candidates currently covered by the terms and conditions of the Barrie Police Service, Civilian or Police Working Agreement, shall submit their cover letter and resume, outlining all education, training, and work experience to Sandra Moore, Administrative Assistant #9019 Human Resources and Employment Unit, on or before 1500 hours on the closing date.

EXTERNAL candidates, please submit a **COMPLETE** application package including a Civilian Application Form, Civilian Authorization for Release of Information Waiver, Cover Letter, and Resume, outlining education, training, and experience to support the essential qualifications and knowledge, skills, and abilities of the position prior to 1500 hours on the closing date.

Forms and Waivers may be found at www.barriepolice.ca under the Join Our Team tab →Civilian Employment →Application Process.

Applications may be submitted via email to recruiting@barriepolice.ca in one (1) PDF containing all documents, by mail, courier, or hand delivery to the address below.

Late or incomplete submissions will not be accepted.

Barrie Police Service, Employment Unit
RE: Job Posting #2022-017 Finance Manager
110 Fairview Road, Barrie, ON L4N 8X8

In accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*, the Barrie Police Service strives to ensure that all recruiting practices and processes are non-discriminatory and barrier-free. If contacted regarding this competition, please advise the Human Resources Representative of accommodation measures you may require during our selection process. Personal Information is collected under the authority of the *Police Services Act* to determine eligibility for employment.

Barrie Police Service Values

Through our actions and dedication, we model the principles of Professionalism, Respect, Integrity, Diversity, and Excellence. (P.R.I.D.E.)