**THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON**

# MANAGER OF FINANCE & DEPUTY TREASURER

**PERMANENT, FULL TIME (1 EXISTING VACANCY, 35 HOURS PER WEEK)**

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Reporting to the Chief Financial Officer (CFO) & Treasurer, the Manager of Finance & Deputy Treasurer provides operational leadership for the Financial Services Division of the Finance & IT Services Department. The Manager ensures accurate and timely corporate financial planning, budgeting, accounting, analysis, and reporting. The position translates corporate priorities into practical financial advice, reliable information, and accountable use of public resources.

The Manager leads the preparation of the Township's Budget, long-term forecasts, year-end financial statements, and statutory financial returns; strengthens financial controls and systems; and develops a capable, service-oriented finance team. The role works collaboratively with department heads, managers, and staff to support informed decisions and financial sustainability. As Deputy Treasurer, the Manager provides coverage for the Treasurer and exercises duties within applicable legislation, by-law, delegated authority, and Township policies.

## Main Duties and Responsibilities

**Budgeting and Long-Term Financial Planning**

- Lead the corporate budget cycle, including systems training, ongoing instruction, timelines, assumptions, departmental submissions, analysis, and consolidated operating and capital budget documents, and coordinate review with the CFO & Treasurer and department heads.
- Maintain ten-year forecasts, reserve and reserve fund analysis, debt capacity projections; assess affordability, operating impacts of capital investments, funding options and financial risks through scenario and sensitivity analysis.
- Challenge and validate budget estimates, business cases, and service-change proposals with departments, ensuring proper documentation.
- Manage and support the operating and capital budget contributions of finance staff; provide guidance and training to departmental budget owners and promote consistent corporate practices.
- Incorporate various studies and plans into the budget forecast, including the development charges background study, water and wastewater rate study, and departmental master plans and studies.
- Coordinate accurate information in the Township's budgeting system and prepare clear budget narratives, summaries and presentations for the Senior Management Team and Council, in collaboration with the CFO & Treasurer.
- Manage the creation of the Township's annual Budget document.
- Assists with the preparation of annual budgets for Township municipal services corporations (Centre Wellington Communications Inc. and Centre Wellington Economic Development and Tourism Municipal Services Corporation).

**Year-End, Financial Reporting, and Audit**

- Lead the year-end close and audit preparation plan, assign responsibilities and deadlines, review reconciliations and working papers, and resolve material accounting issues with staff under the direction of the CFO & Treasurer.
- Prepare the Township's annual financial statements and note disclosures in accordance with applicable Canadian Public Sector Accounting Standards (PSAS); coordinate supporting schedules and review with the CFO & Treasurer and external auditors.
- Prepare year-end working papers, review delegated work, and provide technical coaching to support complete, accurate, and auditable records.
- Coordinate preparation and submission of the Financial Information Return (FIR) subject to required review and approval and reconcile statutory returns to support financial records.
- Act as a primary operational contact for the external audit, coordinating information requests, tracking outstanding matters, and implementing approved responses to audit recommendations.
- Research emerging accounting standards and reporting requirements, assess Township impacts, and recommend and implement approved changes to accounting policies, procedures, and disclosures.

- Lead the year-end close, audit preparation plan, and financial statement preparation for Township municipal services corporations (Centre Wellington Communications Inc. and Centre Wellington Economic Development and Tourism Municipal Services Corporation).

**Financial Analysis, Advice, and Internal Controls**

- Review monthly operating and capital financial reports prepared by finance staff; investigate unusual results and ensure questions, reconciliations, and corrections are resolved before reports are issued.
- Prepare and present quarterly operating variance and capital project status reports to the Senior Management Team and Council under the direction of the CFO & Treasurer. Explain forecast changes, funding pressures, and recommended corrective actions.
- Provide financial advice and analysis to departments on budgets, business cases, service delivery, department projects/initiatives, and emerging issues; communicate complex information in clear, accessible language.
- Maintain and monitor documented financial controls, including but not limited to segregation of duties, reconciliations, approval limits within the division and with other relevant departments for compliance; escalate suspected irregularities and control weaknesses promptly to the CFO & Treasurer.
- Research accounting and taxation issues including capital-versus-operating treatment, HST, property taxation, and donation receipting, supporting consistent recording in the general ledger and obtain specialist advice where needed.
- Review and approve bi-weekly payroll within assigned authority, confirming appropriate supporting review and controls in collaboration with payroll and Human Resources staff.
- Review and approve property taxation rates, supplementary taxation, and tax write-offs annually, and oversee the property taxation bill creation and due date process.
- Review financial information in departmental reports to the Senior Management Team and Council for accuracy, completeness, and consistency with approved budgets and policies.

**People Leadership and Corporate Responsibilities**

- Lead assigned finance staff through clear work plans, priorities, delegation, regular feedback, and annual performance reviews; support supervisors in fulfilling their respective oversight responsibilities.
- Identify learning, cross-training, and succession needs; coach and develop staff and maintain coverage for critical financial processes. Lead recruitment within delegated authority and recommend staffing changes to the CFO & Treasurer in consultation with Human Resources.
- Ensure appropriate customer service resourcing and capacity in partnership with the Corporate & Legislative Services Department.
- Foster a respectful, inclusive, accessible, and psychologically safe workplace and address concerns promptly and consistently with Township policies and Human Resources guidance.
- Attend and actively participate in CAO Town Halls, contributing finance updates and perspectives as requested.
- Participate in Township management forums, corporate working groups, and cross-departmental initiatives as assigned; contribute financial expertise, resolve dependencies collaboratively, and escalate unresolved issues through the CFO & Treasurer.
- Participate in Human Resources-hosted leadership development, corporate learning, and mandatory training; apply learning in management practices and encourage staff participation.
- Translate approved corporate and departmental priorities into divisional work plans; monitor progress, service standards and workload, support organizational change and recommend practical improvements.
- Maintain professional knowledge and ethical standards; model confidentiality, accountability, customer service, and responsible stewardship of public resources.

**Financial Stewardship, Policy, and Deputy Treasurer Coverage**

- Develop and maintain financial policies and procedures for approval under the direction of the CFO & Treasurer. Monitor implementation and recommend improvements to safeguard Township financial assets.
- Oversee investment opportunities and related cash-flow information and associated reporting; confirm alignment with the Township's Investment Policy and exercise approvals only within delegated authority.
- Contribute financial analysis to asset management planning, capital renewal decisions and associated long term planning and reporting. Participate as requested by the Asset Management Committee.
- Support the CFO & Treasurer with development charges background studies, water and wastewater rate studies, reserve strategies/policies, and other financial studies, including preparation and validation of data and analysis.
- Support development and presentation of financial policies, including capital assets, taxable benefits, reserves and reserve funds, investments, and grants; provide information for leadership and Council requests.
- Provide coverage during the CFO & Treasurer's absence or as delegated, including authorized payment and purchasing approvals and attendance at Council or committee meetings. Exercise statutory and signing responsibilities only within applicable legislation, by-law, delegated authority, and corporate policies.
- Perform other duties as assigned by the CFO & Treasurer.

**Financial Systems, Data Integrity, and Continuous Improvement**

- Provide business administration of the Township's accounting and budgeting systems, including account setup, maintenance, user roles, and access approvals within assigned authority; maintain documented procedures and appropriate segregation of duties.

- Oversee reconciliation of information transferred between the accounting and budgeting systems, investigating exceptions and validating completeness, accuracy and timeliness before data is used for reporting or decisions.
- Work with Information Technology & Services staff and system vendors to resolve issues, test approved changes, and improve reporting and financial workflows; maintain a clear distinction between finance business ownership and IT technical responsibilities.
- Coordinate budgeting system for user training and support across departments; maintain consistent guidance and documentation to reduce errors and strengthen financial literacy.
- Identify and implement approved process improvements, reporting tools and automation with appropriate controls, testing, and staff training; maintain process documentation and backup procedures for continuity of critical finance services.

## Minimum Qualifications and Requirements

- Post-secondary degree in Accounting, Business Administration, Commerce, or related discipline.
- Chartered Professional Accountant (CPA) designation in good standing.
- At least seven (7) years of progressive management experience in municipal finance, including budgeting, financial reporting, forecasting, financial analysis, consultation, and staff leadership.
- Thorough knowledge and practical application of Canadian Public Sector Accounting Standards (PSAS), municipal financial statements, year-end audit preparation, and the Financial Information Return (FIR).
- Thorough knowledge of municipal operating and capital budgeting, forecasting, reserves and reserve funds, funding strategies, and financial sustainability analysis.
- Thorough understanding of municipal HST requirements and charitable donation receipting, with the ability to research and apply relevant Canada Revenue Agency guidance.
- Working knowledge of the Municipal Act, 2001, the Development Charges Act, 1997, and other legislation affecting assigned municipal finance responsibilities.
- Working knowledge of municipal property taxation and procurement requirements and the ability to apply Township financial policies and delegated approval authorities.
- Advanced proficiency in Microsoft Office (Excel, Word, PowerPoint) and effective use of reporting, presentation, and collaboration tools.
- Proficiency with accounting and budgeting systems, reconciliations, data validation, access controls, and financial process documentation.
- Ability to prepare accurate financial statements, clear Council reports, budget presentations, and decision-ready financial analysis.
- Strong planning and organizational skills to manage concurrent budget, audit and reporting deadlines, allocate work, and adapt to changing priorities.
- Strong written and verbal communication skills, including the ability to explain complex financial information to audiences with varied financial knowledge.
- Strong attention to detail and ability to maintain reliable records, review evidence, and documented internal controls.
- Strong analytical, research, and problem-solving skills, including scenario analysis, professional judgment, and timely escalation of financial risks.
- Demonstrated ability to lead, coach, develop and support staff; provide constructive feedback; and build a respectful, inclusive, and accountable team.
- Ability to connect divisional work with corporate strategy, assess cross-departmental impacts, and support organizational change and continuous improvement.
- Ability to protect confidential and sensitive information and demonstrate integrity, discretion, and political acuity in a municipal setting.
- Ability to build effective working relationships, collaborate across departments, provide responsive service, and contribute to corporate management initiatives.
- A satisfactory Police Records Check and annual Employee Offence Declaration is required for this position.
- A valid Class G driver's license and access to a vehicle for required work-related travel.

**Work Location:** Centre Wellington Municipal Office (1 MacDonald Square, Elora)

**Annual Salary:** $134,457 - $151,247 (2026 salary range)

**How to Apply:** Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to careers@centrewellington.ca by **November 29, 2026, at 11:59 p.m.** Please quote job posting '2026-71' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please**.

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca*

*The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee (read more).*