



Accounting Supervisor

Date: August, 2026

Job Posting: **Accounting Supervisor**

Location: Municipal Office - 52 Seguin Street, **Parry Sound**, ON P2A 1B4

Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the Town of **Parry Sound** offers an exceptional quality of life. Join our team as our **Accounting Supervisor**, an important role in the Finance/Accounting Department.

Reporting to the Manager of Accounting/Deputy Treasurer, the Accounting Supervisor will be responsible for the supervision of daily operations within the accounting function of the finance department, which include Accounts Payable and Payroll.

This role will also provide technical guidance and support to staff in all departments, ensuring compliance with all financial policies, legislation and generally accepted accounting principles.

Responsibilities:

Management and Administration

- Supervise, guide and support Accounts Payable and Payroll staff functions.
- Provide information and help troubleshoot accounting and financial system related issues.
- Maintain and review policies, procedures, and workflows to ensure effective and efficient use of resources.
- Assist the Manager of Accounting / Deputy Treasurer to ensure financial controls are implemented correctly.

Financial Reporting

- Prepare and/or review completed monthly bank reconciliations, resolving any differences.
- Assist with reserve/reserve fund tracking and reporting.
- Prepare Month / Year – end journal entries for processing.
- Prepare monthly HST Returns for submission to the CRA.
- Prepare journal entries and supporting documents as required.
- Assist in preparing working papers and supporting documents for the annual audit.
- Assists with government reporting including but not limited to grant progress reports and final reports.
- Oversee the accuracy of accounts payable and payroll information in the general ledger.
- Oversees daily financial operations and maintains accurate accounting records.
- Provide support with the adoption new accounting standards.

Accounting Supervisor

- Bookkeeping for the administration of the West Parry Sound Recreation and Cultural Centre Joint Municipal Service Board.

Accounts Payable

- Oversee the accounts payable cycle ensuring compliance with municipal policies.
- Review and approve all electronic funds transfers (EFT) and cheque payments on a weekly basis.
- Manage and oversee credit card usage, reconciling transactions to statements, and ensure proper authorization, aligning with municipal policies.
- Confirm authorization and general ledger account selection based on budget and policies.
- Administer vendor maintenance and approval of banking information for new vendors using EFT.
- Support year-end processing and audit requirements.
- Support the preparation of audit working papers, account analysis and reporting.

Payroll and Benefits

- Review bi-weekly payroll process.
- Complete monthly payroll remittances.
- Assist the preparation of T4's and T4A's.
- Assist with OMERS annual pension reporting.
- Prepares and/or approves payroll journal entries.
- Maintain confidentiality on issues related to employees.

Budgeting and Analysis

- Assist management in preparing budgets, forecasting revenue, payroll costs, accessing financial reports, quarterly reporting of actuals to budget, and analysing financial data.
- Assists with the final budget book preparation.
- Other duties as assigned.

Education, Knowledge and Skills:

- Completion of a University Degree in Business, Accounting, Finance or related field.
- Professional Accounting Designation (CPA, CA, CMA, CGA) or be enrolled in the program and in good standing.
- Advanced computer skills using Microsoft Office suite or products and other financial information systems (e.g. OPTA, Microsoft Windows and office applications, Microsoft Dynamics - Diamond Software and Excel).
- Manage multiple priorities with the ability to work under pressure and meet deadlines.
- Good knowledge, training and experience in municipal finance and accounting practices.



Accounting Supervisor

- Effective organizational and leadership skills.
- Excellent analysis and research skills with the ability to be detail oriented.
- Initiative and ability to perform tasks without close supervision.
- Good knowledge of legislation, policies and programs that affect municipal government.
- Good public relations skills, including an appreciation of the need for confidentiality, tact and discretion.
- Good conflict resolution and human resource skills.
- Good writing and reporting skills.
- Professionalism and confidentiality.

Experience:

- Supervisory experience within a municipal finance setting.
- One to three years of experience in a supervisory or management role.

Compensation:

This is a permanent non-union position, 35-hour work week with a salary range of **\$89,362 - \$104,541** per year commensurate with experience. The successful candidate will be eligible for the **OMERS** Pension Plan and **competitive benefits** package.

Application Process:

Interested candidates may submit a cover letter and resume in one document under the subject line, "(Your name) - Payroll Supervisor" to: careers@parrysound.ca. **This position will be posted until filled** *We thank all applicants for their interest. We will only contact those applicants selected for an interview.

Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.

Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.