

FINANCE SUPERVISOR

Employment Status:	Permanent, Full-time
Compensation Range:	\$54.21 - \$63.42 / 35 hours per week
Location:	London, ON
Union/Non-Union:	Non-Union

POSITION OVERVIEW

Under the general direction of the Finance Manager and General Manager of Finance and Community Services, the Finance Supervisor oversees the accounts payable and accounts receivable team. The role includes supporting budget preparation, monitoring budget variances, and administering the Tangible Asset Program.

The Finance Supervisor will assist Department Heads with financial and analytical reporting, costing scenarios, and modeling for budget purposes. In addition, the Finance Supervisor will assist with the Development Charges ongoing monitoring, implementing and annual reporting requirements.

QUALIFICATIONS

- University degree in Accounting or Finance or the equivalent in education in other related field and/or experience.
- Professional Accounting Designation (CPA) required.
- Five (5) years of progressively responsible experience in the preparation of financial documentation, accounting for and managing tangible capital assets, and asset planning and accounting, preferably within a municipal setting.
- Supervisory/leadership experience in municipal finance encompassing financial reporting, accounting, analysis, subsidy applications, claim reporting, financial statements, debt and investment.
- Current Criminal Record Check that is satisfactory to Middlesex County.

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London, but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by 4:30 p.m. on June 6, 2025.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

WHAT WE OFFER

- Flexible Work Opportunities
- Employee Recognition Events
- Professional Development
- Flex Time/Banked Time-Off
- OMERS Pension Plan
- Comprehensive Health and Dental Benefits
- Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Join our team and build a rewarding career!

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



MIDDLESEX COUNTY POSITION DESCRIPTION

TITLE: Finance Supervisor
DEPARTMENT: Finance/Treasury
REPORTS TO: Manager of Finance and General Manager, Finance and Community Services
EFFECTIVE DATE: January 2024 **POSITIONS SUPERVISED:** Two

POSITION SUMMARY:

Under the general direction of the Finance Manager and General Manager of Finance and Community Services, the Finance Supervisor oversees the accounts payable and accounts receivable team. The role includes supporting budget preparation, monitoring budget variances, and administering the Tangible Asset Program.

The Finance Supervisor will assist Department Heads with financial and analytical reporting, costing scenarios, and modeling for budget purposes. In addition, the Finance Supervisor will assist with the Development Charges ongoing monitoring, implementing and annual reporting requirements.

PRIMARY JOB DUTIES & RESPONSIBILITIES:

- Supervises, plans, and coordinates the activities of the accounts payable and accounts receivable team. Supervision of operational work assignments and providing direction and advice on workload priorities.
- Responsible for the administration of the County's Tangible Asset Program with the guidance and direction of the Manager of Finance and General Manager, Finance and Community Services.
- Supervises accounting functions including but not limited to review/approving journal entries, general ledger account reconciliations, year-end working papers, bank reconciliations subsidy applications/funding requests, provincial reporting, monthly budget status reports, etc.
- Analyzes, interprets, and communicates financial information, including developing forecasts, summaries, cost benefit analysis, fees and charges, and continuity schedules.
- Participates in planning, coordinating, and organizing the preparation and approval of the budget.
- Monitors actual expenditures and revenues monthly against approved budgets. Works with department heads for forecasting and planning purposes; identifies possible variances; investigates and develops strategies to mitigate variances; and



reports to Manager of Finance and General Manager, Finance and Community Services.

- Ensures budget reports are available for department heads, as requested.
- Maintains a current understanding of the Development Charges Act to assist with the ongoing monitoring, implementation and annual reporting requirements.
- Closely works and collaborates with different departmental teams to enhance, improve and create processes that align with strategic priorities and departmental goals.
- Performs ongoing reviews of existing financial internal controls, policies and procedures based on best practices as well as adherence to Canadian Generally Accepted Accounting Principles (GAAP).
- Coaches and mentors the accounts payable and accounts receivable staff in collaboration with the Manager of Finance and General Manager, Finance and Community Services.
- Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities.

MINIMUM QUALIFICATIONS

Education & Experience

- University degree in Accounting or Finance or the equivalent in education in other related field and/or experience.
- Professional Accounting Designation (CPA) required.
- Five (5) years of progressively responsible experience in the preparation of financial documentation, accounting for and managing tangible capital assets, and asset planning and accounting, preferably within a municipal setting.
- Supervisory/leadership experience in municipal finance encompassing financial reporting, accounting, analysis, subsidy applications, claim reporting, financial statements, debt and investment.

Knowledge, Skills and Abilities

- Proven ability to organize, lead, coach and mentor staff.
- The ability to set priorities, meet deadlines and manage work demands individually



and for the team.

- Experience with large financial management and business information systems.
- Knowledge of policy/procedure development and implementation, accounting standards, County policies such as TCA policy, Development Charges, Budget Management, Purchasing By-Law.
- Excellent analytical, research, problem solving and decision-making skills.
- Well-developed interpersonal, communication, negotiation, and conflict resolution skills.
- Proficiency with Microsoft Office applications, including Outlook, Word PowerPoint and Excel.

Other

- Current Criminal Record Check that is satisfactory to Middlesex County.

Working Conditions

- Normal hours of work are 35 hours per week, Monday to Friday, with regular hours between 8:30 a.m. and 4:30 p.m.; however, evening or weekend hours may be required.