EXTERNAL JOB OPPORTUNITY

POSITION: WDBL Manager of Finance

JOB POSTING #: 2018-0104-W

POSTING PERIOD: Thursday, March 29 at 8:30 AM to Monday, April 9, 2018 at 4:30 PM

DEPARTMENT: Windsor Detroit Borderlink Limited

LOCATION: 555 Goyeau St.

POSITION STATUS: Regular Full-Time

# OF POSITIONS: 1

HOURS OF WORK: 35 hours per week

DUTIES:

Reporting to the Chief Executive Officer of the Windsor Detroit Tunnel Corporation (WDTC) and Windsor Detroit Borderlink Limited, the successful applicant will plan, direct and coordinate all WDBL accounting operational functions, including training and retaining competent accounting staff. The incumbent will lead and deliver the preparation of WDBL’s operating and capital budgets, report variances, quarterly financial reports and their respective reasoning to management and to the Board of Directors. Duties include preparing the annual financial statements to be audited by the City’s internal and external auditors’ and provide accounting advisory services to WDBL’s Secretary-Treasurer and to the WDBL Board of Directors. This position will oversee the performance of the following functions: bank reconciliation, regular balance sheet account reconciliations and the Tunnel reserves and capital accounting; accuracy and completeness of the general ledger for WDTC and WDBL accounts; the timely accounting close of month-end and year-end; coordination and preparation of the annual audit working papers. Will be responsible in assessing current accounting and internal control processes, develop recommendations for improvement and monitoring ongoing performances. Will be able to conduct analyses as required in support of key business metrics and objectives, including but not limited to ROI projects and cost benefit analyses. Will liaise with internal and external auditors. During audit events, the incumbent will provide support of conformance with applicable standards and procedures and participate in corrective action activities as necessary. Other duties include managing risk associated with foreign exchange and interest rate exposure as well as oversee the Tunnel’s Money Room operations; review, update and develop policies and procedures for the department. This position will comply with the Collective Agreement between WDBL and UNIFOR and its Local 195; as well as comply with the Health and Safety Requirements of the Canada Labour Code Part II. Will perform other related duties as required.

QUALIFICATIONS:

• Must have a Masters’ Degree in Business Administration or Commerce or Ontario Ministry of Education equivalency and a minimum of four (4) year’s progressively responsible experience in a computerized accounting environment with experience preparing financial statements; OR

• Must have a University Degree in Business Administration or Commerce with a major in Accounting or Finance or Ontario Ministry of Education equivalency and a minimum of six (6) year’s progressively responsible experience in a computerized accounting environment with experience preparing financial statements; OR

• Must have a post secondary school community college Diploma in Business Administration or Commerce with a major in Business Administration or Commerce with a major in Accounting or Finance or Ontario Ministry of Education equivalency and a minimum of ten (10) year’s progressively responsible experience in a computerized accounting environment with experience preparing financial statements;

• Must have a recognized designation in accounting (i.e. CPA/CA, CPA/CGA, CPA/CMA or acceptable equivalency as recognized by applicable regulatory body);
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QUALIFICATIONS CONTINUED:

- Must have strong knowledge of accounting systems, budgets, internal controls, business planning and asset management as well knowledge in some key financial components such as: analyzing financial data, forecasting, developing strategies to optimize financial resources, understanding and interpreting financial reports, working with financial models, developing and implementing internal controls and key performance measures (KPIs)
- Must have advanced knowledge of MS Excel and MS Project
- Be able to demonstrate the ability to meet tight deadlines and manage multiple priorities
- Excellent interpersonal skills and communication skills, both oral and written with a strong business acumen
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful Driver’s License is required in accordance with the Highway Traffic Act and must provide a driver’s abstract as a condition of employment;
- Should have knowledge of the Canada Labour Code Part II, its regulations and knowledge of the hazards associated with the work;
- Progression through the Corporation’s Management Certificate Program or a program of a similar nature is considered an asset;
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset;
- Experience directly supervising staff and working in a union environment is considered an asset;
- A Physical Demands analysis will be completed with the incumbent after approximately 6 months of occupying the position;

HOW TO APPLY:

- Send resume in confidence, quoting the above File Number, specifically noting your qualifications and experience as outlined above.
- Resumes will be given further consideration based on meeting the criteria as identified in the qualifications section.
- **Resumes are to be addressed to and received by no later than 4:30 p.m. on the posting period date noted above.**
- Resumes may be provided to the Human Resources Department, 400 City Hall Square East, Suite 408, Windsor, ON, N9A 7K6 (email: recruitment@citywindsor.ca) OR you may drop off your resume to one of the Customer Care Centres.
- Please refer to the City of Windsor’s website for further information on the location and hours of operation for Customer Care Centres.

NOTE:

- Only those applicants selected for an interview will be acknowledged.
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.