



**Posting Number:** OPL #10-2022  
**Position:** Finance Manager  
**Duration:** Permanent, 28 Hours per Week, 80% FTE  
**Posted:** May 13, 2022  
**Closed:** June 4, 2022

**OPL #10-2022** **Finance Manager - 28 Hours per Week 80% FTE** **McLaughlin Branch**

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The Oshawa Public Libraries is a dynamic award-winning library that enriches the lives and potential of the people of Oshawa by connecting them to the world of information and each other.

Oshawa Public Libraries is currently looking for a Finance Manager reporting to the CEO, the Finance Manager is responsible for the financial planning, budgets, accounting, financial control, insurance, purchasing functions of the Oshawa Public Libraries. This position directly manages the accounts payable and payroll function, providing leadership in all areas of Finance.

This position requires you to work flexible hours including occasional evenings for Board Meetings. This position offers a competitive salary, group benefits and OMERS pension with matching employer contribution.

### **Skills & Abilities**

- Non-profit fund accounting.
- Proficient in QuickBooks and ADP.
- Proficient in Microsoft Office.
- Superior verbal and written communication skills.
- Resourceful, highly organized self-starter with a demonstrated ability to multi-task priorities and assignments.
- Strong analytical skills required to draw sound operational conclusions, coupled with attention to detail.
- Financial Planning and organization skills.
- Leadership and supervision of staff including hiring and performance management (up to and including termination).
- A team player, who effectively handles confidential and sensitive information.
- Demonstrated Business Acumen.

### **Responsibilities**

- Works with the CEO to prepare annual operating and capital budgets.
- In consultation with the CEO, manages the design, development, implantation and communication of new or revised accounting policies and procedures.
- Prepares and analyzes monthly Financial Statements and reports to the CEO and Board of Directors.
- Co-ordination of the annual External Audit process.
- Prepares charitable tax return.
- Prepares Electronic File Transfers (EFT).
- Organizes tenders.
- Oversees internal financial control measures for the Library.
- Provides financial guidance and coaching to the management team.
- Manages and provides leadership and guidance to all Finance functions and the staff within.

- Proactively cross-trains team members to provide backup capacity for Accounts Payable and Payroll.
- Banking signing officer for the Library.
- Authorizes expenditures for the Library.
- Determines Library insurance coverage working with the City of Oshawa.
- Serves as Treasurer for the Library Board.

## **Education**

Accounting Designation – CPA (CA, CGA, or CMA designation)

## **Eligibility Criteria**

- A minimum of seven years of equivalent related work experience in the public sector.
- Related work experience will include responsibility for accounting systems, employee pension & benefits, and long-range financial planning.
- Experience in municipal fund accounting is an asset.
- Working knowledge of legislations/regulations affecting the Broader Public Sector is an asset.
- Criminal Record Check required.

## **Workplace Vaccination and Verification Policy**

The Oshawa Public Libraries is committed to ensuring the health and safety of all members of its workforce and broader City of Oshawa community. All Library employees, students, volunteers and new employees will be required to be fully vaccinated against COVID-19 as a condition of employment by the Library, not withstanding any accommodations required under law.

## **Diversity, Equity and Inclusion**

The Oshawa Public Libraries is committed to a barrier-free recruitment and selection process. We uphold our values of diversity, equity, inclusion and anti-racism in the delivery of our services and in our workplace. The Oshawa Public Libraries encourages applications from all applicants, including members of groups with historical employment barriers to equity, this is including but not limited to, Indigenous, Black and Racialized Groups, People with Disabilities, Women and Persons within the 2SLGBTQ+ community.

## **Accommodation**

The Oshawa Public Libraries is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. Should you require Code-protected accommodation, through any stage of the recruitment process, please make them known when contacted by Human Resources. Personal information provided is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

***Interested applicants are requested to submit a current resume and cover letter to [hr@oshawalibrary.on.ca](mailto:hr@oshawalibrary.on.ca), quoting job # OPL 10-2022 Only applicants who are selected for an interview will be contacted.***