

Saugeen Valley Conservation Authority

2024 Manager of Corporate Services
One full-time, permanent position

Why work for us?

Saugeen Conservation proudly serves fifteen municipalities across five counties: Bruce, Grey, Huron, Wellington, and Dufferin, ensuring comprehensive and collaborative environmental management and conservation efforts throughout these regions. The Administration Office of Saugeen Valley Conservation Authority is situated in the village of Formosa, Ontario, within the Municipality of South Bruce. We offer competitive public sector pay and the opportunity to make a difference in the communities we serve.

Summary of Functions

The Manager of Corporate Services is responsible for the development and maintenance of all financial records and accounting systems for the Authority. This role also includes the maintenance of additional systems through Corporate Services to support the operation of the Authority and its departments. Key areas of responsibility include payroll and benefits administration, accounting and transactions, financial and investment management, insurance and compliance, as well as supervisory and department management.

Qualifications

- Required graduation from a university or college, with an accounting certification, CPA preferable
- 10 or more years of experience in accounting
- 5 or more years of experience directly managing staff
- Experience in accounting software, specifically Adagio
- Ability to prepare concise and accurate records and reports and the confidence to deliver these to the Board of Directors, and member municipalities
- Excellent interpersonal skills
- Possess strong time management, supervisory and organizational skills
- Valid Class G Ontario Driver's License

Duties and Responsibilities

- Maintain the integrity of the Authority's accounting system
- Develop and implement internal financial control mechanisms and related policies and procedures as required
- Develop and recommend operating and capital budgets (and amendments) for Authority approval and use

- Coordinate the preparation and implementation of the Authority budget
- Develop, monitor, and control the budget for the Corporate Services department
- Provide financial reports and analysis as required to staff and Authority members
- Special program financial reporting such as the MNR operating grant, WECl and other funding opportunities, wage subsidy grants, and Conservation Ontario
- Management of Authority funds through investment opportunities
- Serve as a signing officer for the Authority
- Levy all municipalities in accordance with approved Category 1, 2, and 3 programs and services
- Coordinate annual audit
- Conduct the approved banking business of the Authority; process online banking payments for government remittances and other vendors as applicable
- Review and approval of AP, AR, and payroll transactions in the general ledger
- Perform monthly journal entries and allocations, month-end and year-end accounting procedures
- Maintain the Authority's Tangible Capital Asset register and perform associated journal entries
- Administer the employee payroll, benefits, and pension programs
- Annual T4 processing and quarterly HST remittance
- Apply annual COLA and grid increases to staff as directed, calculate pay rates and benefit/pension implications
- Maintain insurance coverage including but not limited to general liability, property, errors, and omissions; manage insurance reporting and claims
- Administer WSIB program and reports and management of claims
- Supervise the day-to-day operation of the Corporate Services department
- Ensure that all employees under his/her supervision work safely in compliance with all SVCA Health & Safety Policies
- Responsible to work safely in compliance with all SVCA Health & Safety Policies
- Other duties as assigned appropriate to the responsibilities of the position

Work Environment and Conditions

This position requires work primarily in an office environment, which involves long periods of sitting. Occasionally, work will be conducted outdoors as needed. The role includes occasional availability for evening meetings as required. In the event of flooding conditions, shift work may be necessary.

Location

SVCA's Administrative Office, 1078 Bruce Road 12, Formosa, Ontario. Travel is normally within the Saugeen watershed, however meetings outside of the watershed may be required.

Wages & Benefits

- 37.5 hours per week, full-time, permanent

- Salary range: \$82,605 to \$97,873, to be negotiated based on experience
- Comprehensive benefit package
- OMERS pension
- Enrolment in SVCA's Employee Assistance Program

Start date:

Monday, August 19th, 2024

Closing date for applications:

Friday, July 26th, 2024, 11:59pm

Please submit your cover letter and resumé outlining how your experience meets the necessary qualifications by email to:

Janice Hagan, Executive Assistant, Saugeen Valley Conservation Authority

j.hagan@svca.on.ca

Email is the preferred submission method. Submit your cover letter and resume as one .pdf document. Document file name and email subject line should be your name followed by _CSMAN2024 (e.g. Janice.Hagan_CSMAN2024.pdf).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

SVCA is an Equal Opportunity Employer. In accordance with *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), SVCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations or more information about accommodation, please visit:

www.saugeenconservation.ca/access or email accessibility@svca.on.ca

All personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).