



**The Town of Newmarket**  
**Manager, Finance & Accounting**  
**Financial Services, Corporate Services Commission**  
**Regular Full-Time (35 Hours/Week)**

The Town of Newmarket is located in York Region and is home to almost 90 000 residents. Newmarket has garnered an international reputation for being one of the country's most dynamic, diverse and desirable towns to live and work in. Newmarket is a progressive place with a reputation for innovation, inclusivity and community mindedness.

Working at the Town of Newmarket means that everyday, you are part of team striving to make this community and the workplace *well beyond the ordinary*. Staff are at the centre of our *well beyond the ordinary* work culture that includes broad health and wellness programs, work-life balance, flexibility and a people first focus. As a team we celebrate and enjoy the diversity of talents, backgrounds and interests that make up our organization, we celebrate the personal and professional accomplishments of our colleagues together and we like to spend time together. Whether you want to spend your lunch relaxing, knitting, staying active, playing guitar, having a picnic or taking care of our eco-sphere, there's something for you.

When it comes to work, our leaders are collaborators, working across departments and organizations to get the best results. We value innovation, especially those that bring efficiency and even better customer service. This is an opportunity for a forward thinking leader who has a passion for finance, and encouraging a talented team. Success will come to the candidate who employs a collaborative yet decisive approach.

The successful candidate will work under the direction of the Director, Financial Services, and as the Manager, Finance & Accounting manage and implement the work and organizational objectives within the Financial Services Department. The Finance and Accounting portfolio includes the accounts payable; corporate purchasing cards; investments; financial reporting and analysis functions; budgets and long range plans; financial policies and strategies; compliance with regulatory reporting requirements; payroll services, as well as to act on behalf of the Director, Financial Services as required. The Manager, Finance and Accounting will fulfill the duties of the Deputy Treasurer under the Municipal Act.

As the Manager, Finance & Accounting you possess a post-secondary degree in finance/ business administration and a Certified Professional Accountant (CPA) designation. Due to the responsibilities of this position, you will have a Police Information Check satisfactory to the Town (Professional designations that include a Police Information Check will be considered). You have obtained progressively responsible experience at a supervisory level and have finance and accounting knowledge at an in-depth level with substantial exposure to a municipal environment. While you will have advanced knowledge of Canadian generally accepted accounting principles (GAAP), and provincial and Public Sector Accounting Standard (PSAS) financial reporting requirements and Town bylaws and policies, you also have demonstrated experience in developing and monitoring internal controls to ensure adequate segregation of duties and safeguarding of assets. Among other qualifications, you have knowledge of the Municipal Act, Development Charges Act, Public Sector Salary Disclosure Act, Building Code & Planning Act (e.g. fees and charges), PST/HST legislation (CRA) as well as knowledge of applicable legislation, bylaws, and legal proceedings.

Part of our exciting compensation package includes an annual salary of **\$133,900 - \$167,375**.

For more specific information on how you might qualify for this exciting career opportunity please visit [www.newmarket.ca](http://www.newmarket.ca).

Please submit your resume online via HR Smart by 5 p.m. on **July 8, 2024** quoting file number **24-151**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process.

We thank all applicants; however, only those selected for an interview will be contacted. This personal information is collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.

