

Department: Finance
Division: Financial Services & Payroll
Position: Director, Financial Services & Payroll

At the Region of Halton, we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve.

Note:

This is a permanent full time position working 35 hours per week.

Halton Region serves more than 595,000 residents throughout Burlington, Halton Hills, Milton and Oakville. We are committed to delivering high quality programs and services that make Halton a great place to live and work.

Joining Halton Region opens the door to a fulfilling career. Our comprehensive compensation, great benefits and employee recognition program are a few reasons why we are one of the GTA's Top Employers.

We engage great people who contribute to meaningful work that makes a positive difference in our community. As an employee, you will be part of a progressive, service focused and award winning employer with a strong long-term financial position and AAA credit rating. We have a diverse and inclusive work environment where you are encouraged to grow and succeed in your career and recognized for your accomplishments and contributions.

Purpose:

Reporting to the Commissioner of Finance & Regional Treasurer, the Director, Financial Services & Payroll provides expertise and oversight in the provision of accounting, financial reporting and payroll services while advising senior management and Regional Council on key initiatives, and ensuring that Council is fully aware of the financial implications of decisions and that Halton Region's solid financial framework is sustained.

Preferred Background:

The successful candidate will have:

- Bachelor's degree in Finance, Economics or Business Administration
- 10+ years' experience in delivering and managing financial and payroll services in a large public sector organization
- 5+ years senior leadership experience, building and leading high-performing teams
- Excellent communication skills, confidence in delivering financial presentations
- Experience fostering a culture of continuous learning, growth and improvement
- Excellent presentation, documentation, communication and influencing skills
- Experience working in a team-oriented, collaborative environment with multiple stakeholders
- CPA designation is required.
- An MBA or MA and experience in municipal financial services and payroll would be an asset.
- Experience in finance transformation projects would be an asset.

Employment Conditions:

The successful candidate will be made an offer of employment on condition that the Regional Municipality of Halton receives a current (obtained within the past six (6) months), original and acceptable Criminal Records Check, by the first day of employment.

In support of the Region's commitment to a healthy and safe workplace and community, the Region has a vaccination requirement for all employees.

The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and able to provide proof of vaccination. Fully vaccinated is defined as having received the completed series of an accepted COVID-19 vaccine, as recommended by the Office of the Chief Medical Officer of Health and having received the final dose at least 14 days before your employment start date.

The candidate will be asked to provide the Region with proof of full vaccination, prior to their employment start date. Acceptable proof is a Ministry of Health Dose Administration Receipt (or such other proof of vaccination that the Province of Ontario sanctions). This can be obtained through the Provincial portal <https://covid19.ontariohealth.ca/>.

The requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If the candidate is unable to vaccinate for a reason protected by the Code, a request for accommodation can be requested and written proof satisfactory to the Region will be required.

The successful candidate will be made an offer of employment on condition that the Regional Municipality of Halton receives a current (obtained within the past six (6) months), original and acceptable Criminal Records Check, by the first day of employment.

Responsibilities:

- Managing the Division by providing direction, vision and support to staff.
- Developing and Maintaining High Standards and Service Levels for the division – aligned with the Finance Department.
- Providing Sound Strategic and Financial Advice to Senior Management.
- Regularly presenting financial information to Council including the Audit Committee.
- Managing the Region's Water & Wastewater Billing and Collection Services contract with the four local hydro companies.
- Managing the Region's banking services, debt collection services, armored car services, Corporate Purchase Card and point of sales contracts.
- Delivers the annual financial statements, including managing the external audit services contract, and overseeing other required municipal reporting such as the Financial Information Return.
- Managing the Region's financial systems and ensuring the standard operating procedures are in accordance with Public Sector Accounting Standards and financial policies and procedures approved by the Regional Treasurer/Council.
- Supporting continued improvement and modernization of existing processes while maintaining strong internal controls.
- Overseeing the integrity and quality of tangible capital asset information in the Region's ERP (SAP).
- Effectively liaising with government agencies and third party consultants.
- Leading operational projects to improve/enhance the division.
- Cross departmental collaboration to actively participate on corporate initiatives as approved by Council in the strategic business plan.
- Maintaining Performance Management Framework that Supports Benchmarking, Alternate Service Delivery Reviews and Management Decision Making.
- Board appointed Treasurer to Halton Community Housing Corporation (HCHC) and in this position develops and monitors the budget, oversees the day-to-day financial operations, delivers the annual financial statements and other report required as a housing provider such as the annual information return.
- Managing the Region's Payroll Services.
- Other duties as assigned.

Posted:

November 23, 2021

Posting Expires: December 14, 2021

Posting #: F-505-21

Apply Online at: [Halton Job Postings](#)

Important Information:

- We appreciate all applications however only those selected to advance in the selection process will be contacted. Candidates will be contacted by email and/or phone. Please check your email and voicemail regularly.
- We are committed to providing accommodation throughout the selection process. If you require accommodation please notify us and we will work with you to meet your needs.

NOTE: Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment.