

The City of Kawartha Lakes invites applications to join our team as a **Finance Coordinator**.

We are an equal opportunity employer which values equity, diversity, and inclusion in the workplace. We foster a safe and creative work environment, where training and skill development are prioritized, with opportunities and support for career advancement. As a team member at the City of Kawartha Lakes, you may be entitled to the following: **flexible work hours, remote and hybrid working arrangements, OMERS pension (defined benefit), employer paid benefits package including short and long term disability income replacement, education reimbursement and other programs that foster innovation, leadership, and career advancement.**

Job Title: **Finance Coordinator (Treasury and Capital Reporting)**

Wage: \$37.44 - \$40.50 (2025)

Reports To: Supervisor, Treasury (1); Supervisor, Capital Reporting (2)

Department: Corporate Services

Location: Lindsay, ON

Closing: August 6, 2025

Hours: Normal working hours are 35 hours per week

Essential Duties:

- General ledger reconciliations including bank and clearing accounts
- Issue monthly billings, including calculations to Municipal partners and Provincial and Federal agencies, record and release security deposits and Letters of Credit, balance receipts
- Upload financial information to the City accounting system
- Assist in budget preparation of operating and capital budgets and ministry programs
- Administer general accounting functions for various City departments in collaboration with staff and Finance supervisors
- General ledger reconciliations including bank and clearing accounts
- Conduct monthly, quarterly and annual reconciliation of accounts, investigate variances and implement corrective adjustments
- Analyze data, research and forecast trends that may impact future costs; ensuring full entitlements from funding sources
- Support the financial activity of grants
- Issue monthly billings, including calculations to municipal partners and Provincial and Federal agencies, record and release security deposits and Letters of Credit, balance receipts
- Upload financial information to the City accounting system
- Produce and present financial reports to operating managers, Directors, Agencies and Boards ensuring accurate and timely external reporting to funding sources
- Compile year-end working papers and statements, month end closing checklists, journal vouchers and reports; acting as primary contact for all audit queries
- Assist with internal controls and external audits

- Troubleshoot and resolve database software issues in cooperation with Information Technology staff; addressing concerns, testing enhancements / upgrades, recommending improvements, ensuring support and training to all users
- Assist in budget preparation of operating and capital budgets and ministry programs
- Write draft Standard Operating Procedures resulting from continual business process review including documentation of scope and implementation for audit purposes
- Coordinate the work of junior staff, as required by the supervisor

Qualifications:

- Post-secondary degree in accounting or business administration
- Minimum 5 years of related progressive experience with provincially-funded programs, preferably in a municipal environment
- Accounting designation such as Certified General Accountant, Certified Management Accountant or Chartered Accountant, or ability and willingness to obtain
- Working knowledge in budgeting, banking and general accounting functions
- Excellent time-management skills with the ability to prioritize workload and meet deadlines, and the ability to deal with multiple demands
- Possess and demonstrate the knowledge, skills and personal attributes as described in the key performance competencies outlined below
- Demonstrated proficiency in Microsoft Office suite of applications, audio/video conferencing, the internet and any other related software
- Possess and maintain a valid Ontario Class "G" Driver's Licence or the ability to frequently attend work related activities at various sites within the municipality or at other sites within Ontario
- Upon a conditional offer of employment, an acceptable Criminal Record Check will be required

Applicants must be prepared for practical skill testing as part of the recruitment process.

The City of Kawartha Lakes will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise People Services to ensure your accessibility needs are accommodated throughout this process.

Interested applicants are encouraged to apply through the Careers page on our website by Aug 6, 2025:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=2764>