



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

When you come to work for the City of Kawartha Lakes, you are joining a community of municipal workers who take pride in knowing that every day you are having a positive impact in the community. Our mission is to deliver the highest standards of municipal services while creating a healthy and sustainable future for all Kawartha Lakes' residents and businesses. We work to our values of Accountability, Respect and Teamwork and we want you to **Jump In** with us!!

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**

**Wage**                   \$38.57 - \$41.71 (Under Review)

**Reports To**           Supervisor, Treasury

**Department**           Corporate Services

**Location**               Lindsay, ON

**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
- 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 and reconciliation of grants and reserves
- Produce and present financial reports to operating managers, Directors, Agencies and Boards
- 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
- Write draft Standard Operating Procedures resulting from continual business process review including documentation of scope and implementation for audit purposes

### **Qualifications**

- University degree in Accounting or Business Administration
- Minimum five (5) years of related progressive experience, preferably in a municipal environment
- Accounting designation such as Chartered Professional Accountant (CPA), or ability and willingness to obtain
- Knowledge of generally accepted accounting principles and general municipal accounting
- 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 skill testing**

The City of Kawartha Lakes is an equal opportunity employer committed to building an inclusive and supportive workplace. We welcome applications from qualified candidates of all backgrounds and experiences.

We are dedicated to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted regarding a job opportunity, please let us know of any accommodations you may require. We will work with you to ensure your needs are met throughout the recruitment and selection process.

Interested applicants are encouraged to apply through the Careers page on our website by Feb 20, 2026:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=2924>