Town of Wasaga Beach
JOB DESCRIPTION

Position: INTERIM: Finance Analyst and AR/AP Supervisor	**Value Group:** 9
Department: Finance	**Effective Date:** October 28,2025
Division: Corporate Services	**Revision Date:** October 28, 2025
Reports To: Chief Financial Officer and Treasurer	**Hours of Work:** 35 Hours / Week

POSTIONS RESPONSIBLE FOR:

Direct Reports (4):
Budget/Financial Analyst
Grant Specialist/ Treasury Assistant
AP/AR Clerk
AP Assistant

Indirect Reports (0):
None

JOB PURPOSE:

The Finance Analyst and AR/AP Supervisor is responsible for the administration and oversight of analytical accounting activities including but not limited to: quarterly financial statement reports and other financial staff reports. The position will review financial controls to ensure accounting procedures are within Generally Accepted Accounting Practices and in accordance with the statutory requirements set out under applicable Legislation and Regulations. The position is required to process entries as per PSAB Accounting Standards. In addition there is responsibility for oversight of AP/ AR, corporate procurement support, insurance policy support/updates, management of Letters of Credit and security deposit accounts, administration of rental property accounts and other financial related matters.

TASKS: % of Time

1. Financial Analysis, Reports and AR/AP Oversight • Serve in an analytical capacity where you will assist with modelling and financial analysis • Prepare quarterly internal financial reports complete with analysis of variance and review with CFO • Prepare various financial reports as required by the CFO, which may be related to general ledger accounts for a specific department or council inquiries • Investigate and review adhoc inquiries received from internal Departments, and provide appropriate response, whether verbal or written • Prepare journal entries as required	**60%**

• Maintain oversight of all AP functions, including reviewing of batches before posting • Maintain oversight of all AR functions including authorized sign-off is obtained from Department Heads to support all invoicing and review batch before posting • Review monthly AR and AP accounts to ensure trial balance is clean of required adjustments and offsets, AR credits are issued if required and problem accounts are addressed with the CFO • Supervise the preparation of monthly, quarterly and annual account reconciliations for assigned accounts • Investigate, analyze and provide technical reports outlining improvements as needed, on the strength of internal controls that the Corporation relies upon for the accurate recording of transactions	
2. Budgets • Prepare charts and information for budget staff reports as requested • Maintain various schedules required by the CFO during budget preparation	**5%**
3. Grants/Letters of Credit • Develop and maintain GL worksheet for accurate grant reporting after grants have been received. Balance all reporting information to the general ledger • Oversee Grant Application process and sign off on Grant Approvals ensuring adequate budget exists for Town's matching funds • Review and approve final grant financial information reports • For internal grants the Town gives, monitor incoming grants, prepare the grant reports to Council, and issue letters and payments to recipients as approved by Council • Maintain the Letters of Credit listing and ensure accurate balances in accounting records for security deposits • Review and communicate all outstanding amounts owed by developer (including AR, taxes, water) when inquiries are received from Planning or Engineering Departments for release of security deposits • Coordinate the release of Letter of Credits to be returned to the Financial Institutions per the Planning Department authorization requests	**15%**
4. Policies, Procedures (SOPs), Insurance, RFPs • Assist with the updating of policies and procedures, or writing of new procedures as required by the CFO • Assist with annual insurance process and inquiries as requested • Provide support to all Departments placing RFPs on the Bids and Tenders website • Provide support to all Departments following the procurement guidelines and policy	**5%**
5. Rental Property Billings and Collections • Provide regular collection review of all Rental related accounts • Assist with actions to be taken as result of delinquent collection requests, which may involve phone calls, emails, meeting with clients, issuing legal letters, etc. • Provide billings for beachfront accounts through AP/AR Clerk	**5%**

6. Leadership • Provide leadership and oversight for direct reports • Provide backup support to the CFO when requested by the CFO • Contribute to a full team collaborative environment • Demonstrate respect for all members of the team and foster a positive, encouraging, and fun department culture	**5%**
7. Other • Present staff reports to Council as required • Other duties as assigned	**5%**

QUALIFICATIONS / EDUCATION:

- Working towards or completion of a university Degree in Accounting, Business Administration, or related discipline
- Proven work experience in a leadership capacity in a progressive digitally automated and fast paced financial environment
- Ability to process raw information and data, translating this into actionable insights for informed decision-making
- Ability to work on multiple simultaneous projects and meet aggressive deadlines
- Strong mathematical skills and ability to perform complex mathematical calculations
- Working knowledge of Town by-laws, municipal taxation and assessment process and application of provincial legislation, including, Municipal Act, Assessment Act, Development Charges Act and municipal financial operations/administration in general
- Asset Retirement Obligation knowledge or experience for calculation is a benefit
- Strong computer literacy utilizing the MS Office suite of products and Internet
- Good knowledge of financial information systems software (municipal preferred)
- Excellent interpersonal, administrative, organizational, attention to detail, time management, problem solving, presentation, and analytical skills
- Proven verbal and written communication skills and report writing abilities
- Ability to work independently and effectively as a member of a team
- Ability to establish and maintain effective business relationships with all levels of employees and elected officials
- Willingness to work overtime to achieve deadlines
- Ability to provide an acceptable criminal records check and driver’s abstract upon hire

PROFESSIONAL DESIGNATION:

- Chartered Professional Accountant (C.P.A.) of Ontario (CMA/CGA)
- Municipal Accounting and Finance Program Certificate

EXPERIENCE:

Three (3) years previous related job experience, three (3) years in the position. Minimum six (6) years total relevant experience, including management and leadership experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical Effort: The physical demands outlined here reflect those necessary for an employee to effectively carry out the essential duties of this position. The organization is committed to providing reasonable accommodations to support individuals with disabilities in performing these essential functions

Physical Demands: The role demands frequent use of a computer, including typing and viewing screens. Occasional lifting of light materials such as files or office supplies (typically under 10 lbs) may be required.

Normal Hours of Work: Normal hours of work will be thirty-five (35) hours per week. Occasional overtime may be required to meet reporting deadlines or support the CFO.

Physical Environment: Work is performed in a standard office environment with controlled temperature and lighting. May occasionally attend meetings in other municipal buildings or council chambers.

Sensory Attention: High levels of sensory attention are required for extended periods, particularly when analyzing financial data, preparing reports, and reviewing detailed documents. Accuracy and attention to detail are critical in this role.

Stress: Moderate to high levels of stress may be experienced due to tight deadlines, financial reporting responsibilities, and the need for accuracy and compliance with regulations.

ACKNOWLEDGEMENT OF RECEIPT:

___________________________________	______________________
Employee (please print name & sign)	**Date**
___________________________________	______________________
HR/Manager (please print name & sign)	**Date**
___________________________________	______________________
Department Head (please print name & sign)	**Date**