

# Manager, Finance

## Town of Halton Hills, Ontario

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**Halton Hills** is a dynamic region that combines metropolitan amenities with the charm of a small-town lifestyle. With a unique history and identity, the Town is proud of their achievements in the preservation of their cultural heritage and natural environment, which includes the Niagara Escarpment, the Bruce Trail and the Credit River Valley. With two urban areas of Acton and Georgetown and the hamlets of Stewarttown, Hornby, Limehouse, Glen Williams and Norval, Halton Hills has a growing urban and rural population of over 60,000. The Town and its employees have six shared core values that guide how the Town delivers services and how it treats employees and how employees treat each other – respect, honesty, excellence, creativity, fun and team. More information is available at [www.haltonhills.ca](http://www.haltonhills.ca)

### Position Highlights

Reporting to the Town Treasurer, the **Manager, Finance** is responsible for the strategic financial management of the Town's financial portfolio. The Manager will provide forward thinking, financial expertise to support the optimal financing of sustainable growth, and the corporate asset management program.

### Key Functions and Accountabilities

#### **General:**

- Comply with statutory requirements and corporate policies and practices related to customer service, human resources, and financial management.
- Ensure a high degree of service for internal customers, in accordance with Town standards.
- In consultation with the Treasurer, establish yearly goals related to long-range financial planning/forecasting, fixed assets and asset management, and the management of the development charges program; Regularly monitor and report on progress to the Treasurer with respect to goals.
- Deliver on portfolio efficiently and effectively through the adoption and promotion of a continuous improvement culture.
- Provide appropriate financial recommendations to the Treasurer.
- Supervise the financial accountant position (provide training and coaching as needed and facilitate development opportunities).
- Prepare reports for Committees of Council/Council for approval by the Treasurer.
- Assist the Treasurer with any special projects, including review/recommendations arising from complex financial calculations.
- Perform all other duties as assigned.

#### **Financial Planning & Forecasting Functions:**

- Manage the long-range financial plan forecasting model to ensure the optimal mix of investments, grants, corporate partnerships, tax increases, or borrowing to support the Town's growth (including projected cash flow); Continually refine processes for the efficient extraction of data needed to maintain the model.
- Analyze financial Key Performance Indicators (KPIs) and provide financial performance reports.
- Through ongoing monitoring and analysis, maintain the Town reserves and reserve funds in good standing.
- Liaise with regional investment/borrowing representatives as required.

- Working in conjunction with the Supervisor of Budgets, coordinate a formalized capital budget funding process.
- Plan for the long-term funding of capital assets.
- Complete an annual review of the Ministry-published Financial Indicators.
- Report accurate financial results for Council (Treasurer's annual statement, KPIs, reserves, and reserve funds).
- Coordinate and maintain the funding of Tangible Capital Assets for accurate reporting in the Financial Information Return.
- Lead the periodic update of key financial assumptions in the Town's long-range financial plan.

***Asset Management & Fixed Asset Functions:***

- Provide financial leadership to the Corporate Asset Manager in all aspects of asset management.
- Ensure that asset inventory is maintained and aligned with the asset sub0ledger.
- Participate in both Regional and Town-led asset management committees.
- Develop and manage financial models to facilitate priority ranking of asset replacement and maintenance costs, and ensure accurately reflected in the annual budget and long-range financial plan.
- Provide input to asset management strategies as it pertains to financing and associated costing methodologies.
- Develop policies as they relate to capital assets.
- Lead compliance audits related to asset management policy.

***Development Charges Program Functions:***

- Lead the creation of Development Charges Background Studies.
- Work closely with the Planning department to ensure the cost of growth is accurately incorporated into asset management planning and financial forecasts.

**Technical/Professional Competencies Required**

- Proficient in Great Plains, FMW, Management Reporter, Microsoft Word at an intermediate level, and Excel at an advanced level.
- Thorough understanding of Public Sector Accounting
- Strong skills in financial statement presentation
- Proven experience in a corporate financial position
- Demonstrated experience of complex financial calculations and analytics
- Able to understand issues in relation to the larger picture
- Strong commitment to customer service
- Meticulous attention to detail and accuracy
- Excellent analytical and problem-solving skills
- Highly organized, with an ability to multi-task, prioritize and manage the stress of tight deadlines
- A continuous improvement mindset
- A clear communicator, both verbally and in writing, with an ability to translate complex financial concepts
- Strong public speaking skills
- Ability to supervise, coach and motivate staff
- Able to work collaboratively and promote effective teamwork
- Demonstrated skills of tact and diplomacy

- Able to maintain a high level of confidentiality

### Education and Experience

- A minimum of 10 years of experience in a financial role, including treasury management, asset management and a working knowledge of life-cycle costing.
- Post-secondary degree in Business, Finance and/or Accounting, or equivalent
- Minimum of 5 years in the municipal or equivalent public sector in a finance-related position
- Professional accounting designation (CPA Canada) is required
- Valid Class G drivers' license. Access to own vehicle required.

### Key Criteria for Success

- Delivers accurate, high quality and timely services/products
- Consistently meets targets
- Keeps technical and managerial skills current
- Uses a creative, resourceful and collaborative approach both within and outside of the division
- Has exemplary presentation skills
- Proficient in financial databases and various software programs, including Microsoft Word at an intermediate level and Excel at an advanced level
- Excellent time management, with an ability to manage changing priorities and objectives
- Ability to think quickly, creatively and innovatively
- Driven towards continuous improvement and learning
- Motivated by change and flexible to adapt quickly within a changing environment
- Proven problem solving skills and excellent mathematical reasoning
- Ability to work with incomplete data and an environment where business processes are under transformation

### Leadership Expectations

**Lead and Develop People** – lead by example; inspire and enable excellence; delegate; engage staff in work; operate with integrity, honesty and courage

**Accountable for Results** – take ownership to produce results; manage resources; deliver on customer expectations

**Communicate and Build Relationships** – engage stakeholders; provide clear, timely communication; encourage corporate-wide networking

**Drive Innovation** – champion change; foster an environment of continuous improvement

**Strategic Agility** – anticipate emerging trends/legislation and understand impact on Town; participate in creation/adaptation of corporate/department strategic directions

**Business Acumen** – create work plans aligned with Town/department priorities; understand risks/benefit factors of decisions; demonstrate sound financial and business judgement; consider

stakeholders interest; be politically astute; understand your role as a representative of the Town to external customers and colleagues.

**To explore this opportunity further, contact and/or email your resume to:**

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***About Feldman Daxon Partners***

Feldman Daxon Partners is Canada's longest-standing national provider of executive search, career transition, and coaching/leadership development services. Since 1991, we have been at the forefront of innovation in human resources consulting by integrating these three services. Our Executive Search practice has been locating top talent for senior executive and managerial positions on a retainer-fee basis since our firm was founded in 1991. Our unwavering set of core values and dedication to client service has allowed us to build and maintain relationships with hundreds of clients in virtually every market sector, and across Canada. Regular communication, high quality candidate shortlists, industry knowledge, judgment, and expediency in our retainer search services are all reasons Canada's leading companies choose to partner with the professionals at Feldman Daxon. For more information, please visit [www.feldmandaxon.com](http://www.feldmandaxon.com).