

### **JOB POSTING**

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| <b>JOB TITLE/POSITION:</b> | <b>MANAGER, FINANCE</b>  |
| <b>JOB CLASSIFICATION:</b> | Exempt   |
| <b>JOB STATUS:</b>         | Permanent, full time, 35 hours per week  |
| <b>LOCATION:</b>           | System-Wide; Home Branch – Downtown  |
| <b>COMPENSATION:</b>       | We offer an attractive and competitive remuneration package, including comprehensive benefits, a pension and support for professional development.<br>Salary range is \$90,981 - \$106,433 |
| <b>POSTING DATE:</b>       | March 8, 2024  |
| <b>CLOSING DATE:</b>       | April 2, 2024, 5:00 p.m.   |

### **JOB SUMMARY:**

The Manager, Finance is an important member of BPL's management team. This manager reports to the Director, Business and Development, and is responsible for all financial transactions, procurement activities and policies, equipment maintenance contracts, coordinating with the City of Barrie for the preparation of special confidential reports including budget documents and financial reporting statements. This position requires a high degree of collaboration with other managers and staff. Responsibilities require the exercise of considerable judgement in both the creation and implementation of policies, plans and procedures.

### **SUPERVISORY RELATIONSHIPS:**

- Reports to the Director, Business and Development
- Collaborates with peer managers and management team
- Coordinates with the City of Barrie Finance and Payroll Departments
- Supervises professional and other staff as assigned

### **QUALIFICATIONS:**

1. Post-secondary Degree in Business Administration with a CPA or CGA designation
2. Minimum 3 years' experience or progressive and relevant management experience or the combination of education, experience and training sufficient to indicate the ability to manage the business services of a library or non profit organization
3. Excellent written and oral communication skills
4. Knowledge of computers with experience in the use of financial software and spread sheets; knowledge of SAP is an asset
5. Interpersonal skills to work in a team environment with other library managers and professionals
6. A police check, including Vulnerable Sector Screening, is required and is a condition of employment

### **KEY COMPETENCIES:**

- Customer Service
- Communication
- Collaborative Relationships
- Technology Skills
- Organizational Skills and Productivity
- Learning and Growth Mindset
- Ethics and Values
- Analytical/Conceptual Thinking
- Budgets and Funding
- Leadership
- Personnel Management
- Project Management
- Service or Department Oversight

### **DUTIES AND RESPONSIBILITIES:**

#### **1. Administration**

Works collaboratively with the CEO, other managers and staff in decision making, planning and goal setting for the library as a whole. This means coordinating those areas of assigned responsibility with the rest of the library when implementing and executing business plans.

Participates as a member of the Management Team. This includes:

- Participating in all Library planning, policy and budget exercises to ensure that the Library's goals are included
- Coordinating and ensuring that appropriate records and information is collected to prepare statistical analysis and special reports on behalf of the management team
- Ensuring Business Documents and Reports are submitted on behalf of the BPL such as charity return, annual survey, provincial grant applications, Statistics Canada reports, etc.

- Recommending, selecting, implementing, coordinating, training and troubleshooting various operational systems to be used for management and staff for day to day business operations

## **2. Human Resources Management**

- Participates in the hiring, evaluating, supervising, scheduling, investigating, disciplining, and motivating of staff to which they have been assigned

## **3. Financial**

Assumes responsibility for the library's financial system under the direction of the Director, Business and Development. This includes:

- Recommending and adopting financial policies and procedures in response to audit reports, city accounting requirements, legislation and established financial best practices to meet fiduciary responsibilities of the Library Board
- Preparing the Library's annual financial statements to be audited, in conjunction with the City of Barrie
- Preparing the Library's operating and capital budget, and making recommendations for review
- Developing procurement and payment procedures to ensure acceptable financial practices and library financial policies are followed
- Creating and providing adequate financial reporting to ensure Library management and Board Trustees can meet their respective responsibilities
- Overseeing payroll data and time bank management

## **4. Procurement**

Satisfies Library procurement and inventory needs. This includes:

- Establishing an adequate purchasing, maintenance and inventory control system for all furniture and equipment following library procurement policies as well as accepted business practices including stock control
- Issuing appropriate Requests for Service and arranging appropriate maintenance, lease, insurance and service contracts on behalf of the Library in accordance with Library policy

## **5. Performs all other duties as required.**

**WORKING CONDITIONS:**

- This is a system-wide position based at the Downtown Branch that may be assigned at any Barrie Public Library location; remote work is available
- Hours of work may include evenings and weekends with the employee being required to perform accurate and detailed work with constant interruptions
- Works in compliance with any legislation, including the *Occupational Health and Safety Act*, the *Accessibility for Ontarians with Disabilities Act*, and privacy legislation

**OTHER:**

- Applicants may be asked to provide proof of education status, licenses, certification upon the Library's request
- Barrie Public Library is committed to providing an inclusive, barrier-free environment for job applicants. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005). If invited to participate in an interview, please advise us of accommodation measures you may require during our recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially
- Personal information is collected under the authority of the Public Libraries Act, R. S. O. 1990, Chap. P.44, section 23, subsection 4 and will be used to determine eligibility for employment

Those wishing to apply should submit a cover letter and current resume to:

Jane Little  
Manager, Human Resources  
Barrie Public Library  
60 Worsley Street  
Barrie, Ontario L4M 1L6

Email: [jobs@barrielibrary.ca](mailto:jobs@barrielibrary.ca)

We thank everyone for their interest, but only candidates selected for interviews will be contacted.