



Manger of Financial Services/Deputy Treasurer Full Time Permanent Position

Company Description:

Thames Centre, nestled in the heart of southwestern Ontario, is a vibrant community on the eastern edge of Middlesex County and the City of London. Our unique mix of urban and rural living fosters strong community connections, top-notch services, and responsible leadership. Residents enjoy breathtaking natural landscapes, open spaces, and access to state-of-the-art recreation facilities, and outstanding local amenities. Thames Centre has been recognized as one of the Best Places to Work in Southwestern Ontario!

Job Description:

The Manager of Financial Services/Deputy Treasurer is responsible for assisting with the management and implementation of all financial, budgeting, and accounting functions for the municipality. This position will also oversee the Information Technology function. This is a new position created as part of a reorganization of the Financial Services Department.

Responsibilities:

- Manage the day-to-day operations of the Finance Department, including performing month-end and annual routines, bank and account reconciliations and variance reporting.
- Coordinate interim and year-end audit requirements, including the preparation of the annual consolidated financial statements.
- Prepare financial reports and Financial Information Returns required by the Provincial and Federal Government.
- Assist in developing, administering, and monitoring the annual operating and capital budgets.
- Coordinate and recommend investment opportunities by reviewing and analyzing types of investments and rates.
- Coordinate the preparation of all data for federal and provincial grant applications, ensures timely report preparation, filing and follow-up to ensure funds are received in a timely and accurate manner.

- Participate in the Asset Management Program for the Municipality.
- Research and prepare reports and by-laws to Council making recommendations regarding financial services, as directed.
- Coordinate long term debt (debentures) and ensure that all Municipal and legal requirements are met.
- Provide oversight over the Municipal purchasing and procurement process, including compliance and enhancements to current controls and policies.
- Assist to ensure internal controls are being adhered to by all departments and all financial transactions are in compliance with policy and procedures.
- Identify, establish, and implement best practices with a focus on continuous improvement, efficiencies, and effectiveness.
- Liaise with consultants, taxpayers, vendors, and other government agencies.
- Carry out the statutory duties of the Deputy Treasurer.
- Assist with the completion of Request for Proposals (RFP) for banking, audit, and insurance services as well as departmental purchases as required.
- Review applicable new or amended legislation to identify possible impacts and recommendations.
- Assist in the development and preparation of policies, procedures, and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Municipality.
- Responsible for interviewing & hiring new employees, carrying out performance appraisals, directing the training & development of staff, providing coaching opportunities and carrying out disciplinary actions.

Other Related Responsibilities

- Provides support in the preparation and administration of municipal contracts, tenders and requests for proposals relating to human resources.
- Assist with the creation and monitoring of the corporate budget as it relates to human resources.
- Assist corporately with special projects and strategic initiatives as required.
- Provide back up for the processing of payroll.
- Coordinate clothing orders for all Municipality staff and council members.
- Prepare reports/presentations as required for the Chief Administrative Officer.
- Responsible for the development of departmental goals and objectives and recommend new or improved ways to perform the human resource function.

Note: All activities are expected to be performed safely, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Education (degree/diploma/certifications) and Experience

- Post-secondary education in Accounting, Business Administration, or related field
- Professional Accounting Designation (CPA) (preferred)
- Minimum 5 years of progressive accounting experience, preferably in a municipal environment
- 3 years of relevant leadership experience in a municipal environment

Knowledge/Skill/Ability

- Experience with external financial reporting and audit process, administering an integrated financial system, and an understanding of the various legislation, regulations, and accounting principles (PSAB) which affect the delivery of municipal financial services.
- Strong working knowledge in budgeting, banking, and general accounting functions.
- Strong understanding of Provincial statutes, municipal by-laws, policies, procedures, and structure as applied to Municipal government.
- High proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook).
- Demonstrated strong leadership skills and the ability to manage change, conflict, and influence others.
- Ability to demonstrate initiative consistently with commitment to quality improvement and process improvements.
- Strong communication (oral and written), interpersonal, time-management, and organizational skills.
- Well developed problem solving and decision-making skills.
- Good organizational and time-management skills to prioritize workload to meet deadlines.
- Ability to effectively foster good rapport and cooperative working relationships and build trust within teams.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality.

What Thames Centre has to offer:

- A competitive salary ranging between \$102,559 to \$115,431 with a 35-hour work week.
- Flex-time opportunities.
- Vacation-time entitlement recognizing previous years of service.
- Comprehensive benefits package, along with eligibility to enroll in OMERS pension plan.
- A supportive and collaborative work environment.

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter before 4:00 p.m. on **Monday, February 02, 2026** to:

Jillene Bellchamber-Glazier, CAO
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: jbellchamber-glazier@thamescentre.on.ca

The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.