



Job Posting

Milton Public Library is committed to inspiring through discovery, collaboration and creation. As one of the fastest-growing municipalities in North America, Milton Public Library (MPL) is an award winning system focused on innovation. MPL empowers the community to: Read. Learn. Create. Connect.

Position: Supervisor, Finance & Administration

Status: Full-time (Permanent)

Salary Range: \$89,863.09 - \$108,040.95

Home Location: Main Branch

Position Summary

The Supervisor Finance and Administration is responsible for the day-to-day oversight and operation of the finance and administration activities at the Milton Public Library (MPL). This includes budget development, financial reporting, accounts payable and receivable, financial donations, and analysis. Additionally, this position provides comprehensive administrative support to the CEO, the Leadership Team, and the Library Board, ensuring effective governance and organizational oversight.

Typical Duties and Responsibilities

Financial Management:

- Analyze and prepare financial reports, including variance, budget forecasts, capital planning, and year-end projections for the leadership team
- Present monthly expense, variance, and forecast reports to the leadership team and CEO
- Lead the preparation of annual operating and capital budgets ensuring compliance with approved guidelines and policies
- Monitor variances to both the operating and capital budgets on a line by line basis for expenses and revenues throughout the year in line with scheduled reporting timelines
- Analyze and monitor adequacy of reserves to provide for future needs
- Maintain information related to tangible capital assets including all transactions for acquisitions and disposals
- Review, automate, and streamline financial practices, implementing solutions for new and existing requirements
- Establish key performance indicators to drive efficiency and manage performance
- Update and monitor all financial policies and procedures, ensuring the integrity and accuracy of financial data

- Act as primary financial support for procurement related matters including tender and RFP processes
- Act as liaison for all internal and external audits, ensuring compliance with accounting standards and financial regulations
- Ensure the accurate preparation, verification, and coding of invoices for payment; manage purchasing card transactions and Purchase Orders, organizing, tracking, and verifying payments
- Responsible for managing year-end requirements such as ensuring financial records align with Canadian public sector accounting standards
- Coordinate and prepare payroll information and data for processing
- Oversee cash handling procedures, ensuring security and accuracy in all cash transactions
- Develop and maintain relationships with vendors and service providers
- Identify financial trends and utilize metrics for short, medium, and long-term planning
- Participate in the business continuity plan and long-range planning, including facilities and service development
- Provide financial support on various projects and studies

Executive Support:

- Provide confidential administrative support to the CEO and Library Board
- Assist the CEO and Board in achieving governance, financial, and organizational oversight
- Organize and participate in preparation and distribution of Board and Board Committee meeting schedules, agendas, minutes, and reports
- Attend all Board meetings and act as Secretary to the Board as delegated by the CEO
- Ensure compliance with relevant governance and procedural standards for Board meetings
- Support the CEO and Board with legislative compliance (e.g., Public Libraries Act)
- Undertake relevant research and prepare documents such as correspondence and reports
- Maintain the Library's Corporate Records Management model, ensuring secure and organized filing of documents
- Oversee and maintain records for MPL policies, including developing and implementing review plans for administrative and financial policies
- Assist in gathering and maintaining system-wide statistics for reporting to the Board and other stakeholders
- Support the Leadership Team in strategic planning and operational functions
- Coordinate logistics for library meetings and events, including staff development initiatives

Leadership:

- Manages the activities and performance of staff providing work direction and technical advice and expertise, assigning tasks/projects, determining methods and procedures to be used, resolving problems and ensuring results are achieved

- Educates, coaches and mentors the Payroll and Finance Assistant
- Researches issues/best practices and develops recommendations to be applied in business processes
- Comments on and provide suggestions to financial policies and procedures of MPL

Qualifications

- Bachelor's degree in Commerce, Business Administration, Accounting, Finance, or equivalent education
- Minimum three years of experience in Finance or Accounting, with prior administrative assistance experience preferred
- Supervisory experience is preferred
- Professional Accounting Designation (CPA) is an asset
- Knowledge of Board governance procedures and records management
- Exceptional customer service focus and excellent organizational skills
- Proven ability to multi-task and work accurately with attention to detail
- Strong critical thinking, planning, and time management skills
- Advanced analytical skills
- Excellent oral and written communication skills, with proficiency in Microsoft Office applications and database management
- Public sector experience is an asset

Application Process

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position by 5:00 pm on February 17, 2025 quoting posting 25-02 to:

Human Resources

Email: careers@beinspired.ca

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

The Milton Public Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes.

Questions about this collection of personal information should be directed to: Chief Librarian, Milton Public Library, 1010 Main Street East, Milton, ON, L9T 6H7

The Milton Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact

Human Resources at careers@mpl.on.ca