

Manager of Finance / Deputy Treasurer Town of Lincoln



Position Profile and Candidate Brief

January 2024

3080 Yonge Street, Suite 6060 | Toronto, ON | M4N 3N1 | LESP.ca

Introduction

I am delighted to present this Position Profile for the **Manager of Finance / Deputy Treasurer** role prepared on behalf of the Town of Lincoln.

I trust that this document will provide you with all necessary background information on the Town of Lincoln, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the Town of Lincoln are available on the website: <https://www.lincoln.ca/>

On behalf of Legacy Partners and the Town of Lincoln, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Yours Sincerely,



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Town of Lincoln Overview



Home to about 25,750 people, the Town of Lincoln is located in the Niagara region on the south shore of Lake Ontario. With one of the most diverse economies in Niagara, the Town serves the communities of Beamsville, Vineland, Jordan, Campden, Tintern, and Rockway.

The Town also holds a strategic position between Toronto and the Northeastern United States. It is within a day's drive of 55% of the US and 60% of Canada's population. Lincoln boasts quick and easy access to transportation corridors that

connect to the world and the global economy.

Lincoln is the sixth most populated of Niagara's 12 municipalities, outpacing the Region's growth rate as a whole in growth from 2016 to 2021. Over the past two decades, Lincoln has grown steadily with a 24.8% per cent increase since 2001.

The QEW, a vital cross-border Canada-US corridor, transects the town's north end. Lincoln has a diverse economy; from exceptionally productive agricultural and horticultural sectors to manufacturing, value-added agricultural businesses, and tourism, Lincoln is on the move. Lincoln's key economic and employment sectors are agriculture, manufacturing, and tourism. In 2016 Lincoln led both the Niagara region and the entire Golden Horseshoe in gross farm receipts with \$253 Million. Lincoln boasts the highest concentration of greenhouses in Niagara and dominates the greenhouse floriculture production in Ontario.

Lincoln's superior natural beauty includes its Lake Ontario waterfront, Jordan Harbour, vineyards and conservation areas, such as Ball's Falls. Its highly productive agriculture sector benefits from the area's rich and fertile soil and the temperature moderating effects of Lake Ontario and the Niagara Escarpment, an environmentally protected UN World Biosphere Reserve. This designation recognizes the escarpment and the land in its vicinity as internationally significant.



Our towns and villages are filled with over 50 wineries, fresh fruit, vegetables, and flowers, heritage sites, and natural attractions such as the Niagara Escarpment and Lake Ontario. Explore nature's beauty, embark on a culinary adventure, learn something new about our local heritage and culture, or indulge in deliciously fresh local produce. Lincoln's location between the southern shore of Lake Ontario and the Niagara Escarpment provides for a moderate climate with mild winters. The area is known in Canada for its orchards, vineyards, wineries and restaurants that feature local produce and wines. Fruit crops grown in Lincoln include cherries, peaches, apples and pears, and during the summer attract many tourists from all over Ontario, particularly Toronto. Since November 2017, the town has been served by the "uLinc" bus network, which runs three routes. GO Transit also serves the town.

Lincoln's vision – **a place to grow, a place to prosper, a place to belong** – represents the economic and social advantage to live and do business in Lincoln. Our vibrant and prosperous community prides itself on having policies and procedures in place that help foster growth and development in our entire economy. Lincoln is perfectly positioned to welcome you—it is the ideal place to live, work and belong.

For more information on the Town of Lincoln, visit our website at www.lincoln.ca.

Twitter: <https://twitter.com/TownofLincolnON>

Facebook: <https://www.facebook.com/TownofLincolnON/>



Job Description

Position Summary:

The Town of Lincoln is looking for a progressive, innovative and customer focused team player to assist in achieving the Town's strategic priorities and help shape the next phase of Lincoln's growth and development. Reporting to the Treasurer, the Manager of Finance/Deputy Treasurer is responsible for directing and overseeing the Town's financial functions: budget, cash flow and investment management, capital planning and funding models, payroll, billing and full-cycle accounting. Responsible for assuming the roles and requirements of the Treasurer in his/her absence, as well as preparation of reports to Council and attendance at Council meetings when required. In addition, this leader champions customer service, asset management and supports fiscal sustainability and financial modernization initiatives while effectively leading staff to build a high-performance, engaged team.

The successful candidate should ideally possess the following:

Education:

- Post-secondary degree in Business, Accounting or related field
- Professional Accounting Designation (e.g. CPA) is preferred

Experience:

- Five (5) to eight (8) years of progressive experience
- Experience within municipal finance would be considered an asset
- Experience leading unionized staff is an asset

Other Skills and Assets:

- Detail knowledge of Public Sector Accounting Standards
- Excellent oral and written communication and diplomatic skills
- Proven leadership and mentoring abilities; team building and staff management skills
- Proven process improvement experience and ability to work in a fast-paced environment
- Thorough knowledge of municipal finance operations
- Thorough knowledge and the ability to interpret the Municipal Act, Development Charges Act, Assessment Act, Municipal Freedom of Information and Protection and Privacy Act and other relevant legislation
- High level of integrity, confidentiality, accountability and attention to detail
- High degree of resourcefulness, flexibility and adaptability
- Demonstrated excellence in customer service and interpersonal skills
- Ability to work flexible hours including evening work

The Ideal Candidate

1. Accounting Knowledge and Experience:

- Post-secondary degree in Business, Accounting or related field
- Five (5) to eight (8) years of progressive experience
- Preferably a CPA designation, but equivalent relevant experience is considered.
- Strong understanding of generally accepted accounting principles, including journal entries and financial statement presentation.

2. Leadership Skills, Team Management and Building Skills:

- Skilled in team management, fostering a positive environment.
- Ability to teach and help team members grow and develop.
- Supports other departments by making their interactions with the finance department easier.
- A track record of leadership, such as project leadership or overseeing teams, is valued.

3. Strong Communication, Customer Service Skills, and Political Acuity:

- Ability in written and verbal communication.
- Demonstrated excellence in customer service and interpersonal skills both for internal/external customers.
- Political acumen for interacting in meetings and council reports.
- Capable of stepping in for the Treasurer when needed.

4. Attention to Detail:

- Emphasis on accuracy due to a small team and the need to work independently.
- High level of precision in financial tasks.

5. Efficiencies/Processes :

- Demonstrated leadership abilities, even if not in a managerial role.
- A track record of leadership, such as project leadership or overseeing teams, is valued.
- Ability to adjust to new and unforeseen circumstances while maintaining the same level of efficiency.

The Timeline

I trust this Position Profile has enabled you to decide whether the position of a Manager of Finance / Deputy Treasurer at the Town of Lincoln interests you. If you wish to be considered for the position, please forward a cover letter and your resume in PDF format by email to **Kartik Kumar** at careers@lesp.ca by **January 27th @ 11:59 pm**.

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the Town of Lincoln are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with provincial legislation, accommodations will be provided by Legacy Partners and the organization throughout the recruitment, selection, and/or assessment process, upon request, to applicants with disabilities. If you would like to self-identify during the recruitment process, please fill out [the IISD's Voluntary Self-Identification Questionnaire](#) and submit it with your application.



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[Contact Us](#)

