



Where you belong.

Manager of Accounting

Wage Range: \$122,954 – \$146,392

Job Posting: 087-106-2026

Job Class: 8

Department: Corporate Services

Division: Finance - Accounting

Hours: 35 hours/week

Status: Full Time

Posted: September 1, 2026

Closing Date: September 16, 2026, at 4:30pm

Lead Financial Excellence. Strengthen Accountability. Support Our Community.

Are you a strategic financial leader with a commitment to accountability, accuracy, and public service? The City of Sault Ste. Marie is seeking a collaborative and detail-oriented Manager of Accounting to lead essential financial operations that support informed decision-making and reliable services across our community, in collaboration with the Manager of Finance.

What You'll Lead & Deliver

Primary Accountabilities include, but are not limited to:

In this role, you will provide leadership across the City's core accounting functions, including:

- Leading the day-to-day administration of general accounting, payroll, accounts receivable, accounts payable, banking, central collections, and the Municipal Accommodation Tax.
- Providing leadership, coaching, performance management, and operational oversight for a team of accounting staff in a unionized environment.
- Ensuring accurate, timely financial transactions and payments, while maintaining strong internal controls and compliance with corporate policies, legislation, and accounting standards.
- Partnering with departments across the Corporation to provide accounting guidance, financial reporting, and support for sound decision-making.
- Overseeing payroll processes and compliance with payroll legislation, statutory deductions, employment standards, and collective agreement requirements.
- Supporting month-end, year-end, audit, budget, statutory reporting, and continuous improvement of financial, payroll, and budget systems and processes.

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- Full Job Description below.



Where you belong.

What You Bring

We're looking for a collaborative leader with sound financial judgment, strong technical accounting expertise, and a commitment to public-sector accountability.

Required Qualifications:

- University degree in Accounting, Finance, or a related discipline.
 - Professional accounting designation, Chartered Professional Accountant (CPA).
 - Supervisory experience in a unionized setting, including the ability to motivate and direct staff in a team environment.
 - Advanced Microsoft Excel skills, working knowledge of Word and Outlook, and strong attention to detail and accuracy.
 - Working knowledge of accounting software, payroll legislation, and payroll processing procedures and systems.
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Assets:

- Experience in accounting within a municipal government environment.
- AMCTO Municipal Administration Program (MAP) certification.

Ready to Make an Impact?

Apply Today!

Submit your cover letter and resume highlighting your qualifications to:

Email: human.resources@cityssm.on.ca

Subject Line: 087-106-2026 Manager of Accounting

Our Commitment to Inclusion

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.

Privacy Notice

Information collected is in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used solely for the selection process related to this posting.



SAULT STE. MARIE

Where you belong.

What The Corporation of the City of Sault Ste. Marie Offers Its Employees

When you join the City of Sault Ste. Marie, you're not just starting a job, you're becoming part of a supportive, community-driven corporation that values its people. We take pride in creating a workplace where employees can grow, contribute, and feel valued every step of the way.

Why Choose Sault Ste. Marie?

Build Your Career Where Nature Meets Opportunity

Big-City Career, Small-City Lifestyle

Work on meaningful municipal priorities where your work has a direct impact and you can see results in the community.

An Outdoor Paradise

- Endless hiking, biking, and paddling trails
- World-class fishing and boating
- Skiing, snowmobiling, and winter adventures
- Access to Lake Superior's rugged shoreline—one of Canada's natural gems

Affordable, Comfortable Living

Sault Ste. Marie offers significantly more affordable housing compared to major Ontario cities.

A Welcoming, Growing Community

A friendly community with steady economic growth and expanding sectors including clean energy, tech, public infrastructure, and healthcare.

What The Corporation of the City of Sault Ste. Marie Offers Its Employees

- Comprehensive health, dental, and vision benefits
- OMERS pension plan with employer contributions
- Paid vacation, Wellness Days, and personal leave provisions
- Access to ongoing training, certifications, and professional development
- Healthy work-life balance and a strong commitment to employee safety





Where you belong.

The Corporation of the
City of Sault Ste. Marie



Non-Union Job Description
Position Number _____

POSITION CLASSIFICATION

Title: Manager of Accounting

Division: Finance

Department: Accounting

Job Classification: 8

Work Location: Civic Centre

Reports to (Direct): Chief Financial Officer & Treasurer

Position(s) Supervised Directly: 12

Hours Per week: 35

Effective Date:

Revision Date: September 5, 2025

POSITION SYNOPSIS AND PURPOSE

Reporting to the Chief Financial Officer & Treasurer, the Manager of Accounting is responsible for managing the day-to-day administration of general accounting, payroll, accounts receivable, accounts payable, banking, central collections, the Municipal Accommodation Tax and other various audit-related tasks, including Financial Statements and the Financial Information Return, in collaboration with the Manager of Finance. This position liaises with all departments across the corporation to ensure timely and accurate payment to vendors and ensure adherence to policies and procedures, especially related to internal controls, and to ensure compliance with tax and payroll legislation.

PRIMARY DUTIES, RESPONSIBILITIES, AND ACCOUNTABILITIES

Description	Approx. Time Spent (%)
Supervision, scheduling, organization, coordination and monitoring of the associated work of the accounting team Supervise, plan and coordinate the activities of the accounting team	50%



- Supervision of operational work assignments and providing direction and advice on workload priorities - Oversight of accounting functions, including but not limited to reviewing/approving journal entries, general ledger account reconciliations, Audit, banking-related duties, year-end working papers, and other year-end requirements in collaboration with the Manager of Finance. - Reviews reports to ensure standards for volume, quality and timeliness are met - Ensures compliance with payroll legislation, verification of payments, special payments and union and contract payments - Provides technical advice and reviews complex analyses and reconciliations prepared by the accounting team	
Develop, implement, and monitor accounting processes and procedures, for both current and new/enhanced systems, to improve the efficiency, accuracy and productivity of financial transaction operations - Monitors accounting data to accurately maintain the integrity of the financial records and accounts. - Enforces proper accounting methods, policies and principles in accordance with corporate policies, legislative requirements, and Public Sector Accounting Standards (PSAB) - Develops and implements accounting practices and systems for collecting, analyzing, verifying, and reporting information. - Provides guidance and actively participates in financials software upgrade projects	20%
Advise internal departments on correct accounting procedures and assist in resolving accounting issues, including providing accounting data, information and analysis	18%
Prepares the annual Accounting Division budget. Monitors the divisional budget for variances throughout the year. Advises and recommends changes required to the CFO.	6%
Prepare and analyze accounting data in reference to reports, such as audit reconciliations and payroll reporting (T4s, public sector salary disclosure)	6%
Other duties as assigned	
	100%

**Note: All activities are expected to be performed in a safe manner, 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.

DECISION MAKING AND INDEPENDENCE

- Interpretation of collective agreements and employment standards (City policy and regulatory) as it applies to the recording of time and payments for payroll
- Analysis and correction of bank errors and unusual transactions. Research original transactions in financial systems and bank records to determine where error occurred, how it occurred, and preventative measures for future transactions, if applicable. Determine the course of action to correct and follow up with the bank.
- Prioritization decision making of daily task of staff, in particular with ongoing staffing resource limitations, in order to meet regulatory and statutory deadlines and requirements (ex. Payroll)
- Items of a political nature regarding accounting issues or of a sensitive nature
- Transactional items greater than \$5,000 approval limit
- Instances of fraud or unusual transactions outside the scope of normal operations

REQUIRED TRAINING

- *Attends training, workshops, and seminars where appropriate and as required
- Professional development requirements for CPA designation, including ethics training, of at least 120 hours in a rolling three-year period, of which 50% must be verifiable.
 - Supervisor/Manager Training
 - Accounting Financial and Payroll Software (GP Dynamics, Avanti)
 - Budget Software (Questica)
 - Independent study for update of current legislation (Employment Standards, income tax and other taxes) and accounting standards (PSAB)

MINIMUM REQUIRED QUALIFICATIONS

Education (degree/diploma/certification)

- University degree in Accounting, Finance or related discipline

Experience

- Supervisory experience in a unionized setting

Licences, Certifications, Designations

- Professional accounting designation-Chartered Professional Accountant (CPA)

Knowledge/Skill/Ability

- Advanced knowledge and experience in Excel
- Working knowledge of other Microsoft tools-Word, Outlook
- Motivate and direct staff in a team environment
- Attention to detail and accuracy Working knowledge of accounting software
- Working knowledge of payroll legislation and processing procedures/systems

PREFERRED QUALIFICATIONS

Education (degree/diploma/certification)

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Experience

- Accounting in a municipal government environment

Licences, Certifications, Designations

- AMCTO Municipal Administration Program certification (MAP)

Knowledge/Skill/Ability

WORK ENVIRONMENT

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contacts

Primary Contact	Frequency	Nature of Interaction
Direct reports	Frequent	Advise on correct accounting procedures/policies and issues, mentoring, coordinating activities and work assignments, scheduling changes and requests



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Bank	Regular	Primary contact transactions and accounts
Internal departments	Regular	Advise and guidance on accounting issues and reports
Customers/suppliers	Regular	Collection issues, payments and interest charges
General Public/taxpayers	Regular	Queries on tax payments received in Central Collections when Manager of Taxation is not available
Chief Financial Officer (reports to)	Regular	Update on department operations, escalated items, items of concern,
Canada Revenue Agency	Occasional	Issues related to HST, non-resident tax, payroll statutory deductions
Finance Department Managers	Occasional	Coordination for month end financial reporting, audit, tax collection issues, accounts payable questions arising from procurement process.

Work Conditions/Physical/Mental Effort

1. Hours of Work

Normal (i.e. 8:30 am – 4:30 pm, Monday to Friday)	☒
Evenings/Weekends	☐
On-Call	☐
Overtime	☒

Examples:

Overtime occurs during year end annual audit period and annual payroll statutory reporting (T-4) to meet deadlines. Typically during January-March. Hours required are less than 100 annually in total.

2. Work Conditions

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly



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	Constant	Frequent	Regular	Occasional	Percentage
Indoors	☒	☐	☐	☐	100%
Outdoors	☐	☐	☐	☐	%
					100%
Attend internal/external meetings	☐	☐	☒	☐	20%
Time spent travelling	☐	☐	☐	☒	1%
Frequency of interruptions	☐	☒	☐	☐	-
Interaction with irate/aggressive clients/customers	☐	☐	☐	☒	%-

Examples:

Managing employee schedules and questions results in frequent interruptions of daily tasks.

Central Collections staff deal directly with the public who are paying taxes, parking tickets and other receivables. Occasionally will have to resolve issues presented for such items where the customer is upset over having to pay.

Regular meetings with direct reports on day-to-day issues, Information Technology staff for system issues and Finance team regular meetings.

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	☐	☐	☐	☒
Fumes	☐	☐	☐	☐
Dirt, Dust	☐	☐	☐	☐
Hazardous chemicals	☐	☐	☐	☐
Disagreeable weather conditions	☐	☐	☐	☐

Examples:

Noise from talking and movement in busy office area.

Dust, Dirt exposure from moving files to storage and disposal of records from storage.

Typically occurs 1-2 times annually for 1-2 days.

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
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SAULT STE. MARIE

Where you belong.

Operating and/or maintaining vehicles and equipment	☐	☐	☐	☐
• Standing	☐	☐	☐	☐
• Sitting	☒	☐	☐	☐
• Walking	☐	☐	☐	☐
• Climbing	☐	☐	☐	☐
Requirement to lift objects (list max weight)	☐	☐	☐	☐
Pushing and/or pulling objects to complete tasks	☐	☐	☐	☐
PPE worn on a regular basis (list type):				
•	☐	☐	☐	☐
•	☐	☐	☐	☐
•	☐	☐	☐	☐
Types of tools used (list type):				
• computer	☒	☐	☐	☐
• phone/cell	☐	☒	☐	☐
• printer/photocopier	☐	☒	☐	☐

Examples:

Sitting at a desk and working on computer is regular daily setting.

Moving files to storage and from storage for disposal 2-4 days per year. Weight would be around 20 pounds per box.

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	☐	☐	☒	☐
Visual effort required on a concentrated basis	☐	☒	☐	☐
Requirement to listen attentively	☐	☒	☐	☐

Examples:

Review of large amounts of data and report in a digital environment. Focus is sustained intermittently due to the frequency of interruptions by staff questions/requirements

Management of staff requires listening skills to ensure issues are correctly identified and resolved.

Awareness of team work area to assess and mitigate potential conflicts. Also, reviewing security cameras for potential conflicts in Central Collections with public.

ORGANIZATIONAL CHART

List the reporting relationship of this position to others within the immediate department.

**Chief Financial Officer and
Treasurer**



POSITION

Manager of Accounting



**Accounting Coordinator – union
Senior Accounting Clerk-union
Accounts Payable Clerk – union x2
Accounts Payable/Receivable Clerk-union
Senior Payroll Clerk-union
Cashier-union x2
Payroll Clerk-union x2
Accounting Clerk-union x2**

Total # of permanent positions that report directly to this position	☐ 1 to 5	☒ 6 to 14	☐ 15+
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