

Director of Finance

Overview of Responsibilities

Freedom to Belong and Discover...is our mission statement and our promise to the community to advance people's sense of belonging and provide opportunities for learning and growth. HPL provides a dynamic team environment where we are continually adjusting and adapting to address current challenges our community is facing. HPL is recognized for its innovation, community leadership, partnerships and a commitment to service excellence. We have a strong performance culture that is reflected in the dedication of more than 500 library staff members. We value intellectual freedom, inclusiveness, innovation, respect and accountability.

Hamilton is a community of approximately 590,000, located at the heart of the Golden Horseshoe region of Southern Ontario. The City is home to natural wonders – famous for its waterfalls and the Niagara escarpment. Urban, suburban, and rural residents are well served by the Hamilton Public Library System. Our 23 locations and 2 bookmobiles provide a wide range of library services include physical and digital collections, learning programs and events, welcoming public spaces, study halls and access to computers and other technology services. With over 178,000 active members HPL is a vital community resource for many residents.

Our approach to addressing the current challenges and opportunities we face as an institution and as a community are articulated in our [Strategic Plan](#).

Summary

Reporting to the Chief Librarian/CEO, the Director of Finance is responsible for the effective management of finances, including operating and capital budgets. The Director plays a critical role in supporting HPL's long-term innovation strategy, overseeing the budgeting of multiple projects both major and minor. The Director works closely with the Library Board, the Senior Leadership Team (SLT), staff and funders to ensure financial resources are utilized effectively, this includes an ongoing review of operating budget allocations.

The Director of Finance leads the following functions: financial and systems accounting, budgeting, financial reporting, banking, audit relations and financial risk management. The Director also oversees the Business Performance and Analytics Team ensuring we have relevant and timely information on usage trends and performance to ensure we are delivering effective and relevant services.

The position demonstrates leadership behaviours and actions consistent with Hamilton Public Library's mission, vision, values and strategic plan. The Director of Finance is a key member of the Senior Leadership Team (SLT) for the library system and plays an

active role in ensuring that the library more fully realizes our mission.

General Duties

- Works with SLT and staff to determine the best means of advancing the library's overall strategic priorities. Works with the City, community partners, both private and public sector, to advance community strategic priorities that are aligned with those of the library system representing the library on several external committees.
- In collaboration with the Chief Librarian and SLT, leads the planning, consolidation and coordination of the annual operating and capital budgets and presentations to the Library Board, City staff, and City Council, ensuring compliance with budget directives issued by City Council and City staff.
- Develops and implements accounting practices and internal controls to ensure compliance with applicable library policies and external standards. Ensures that staff and the Library Board have appropriate knowledge of financial processes in order to meet their responsibilities.
- Responsible for maintaining the libraries' Asset Management Plan
- Establishes, evaluates and monitors system wide cost and risk control procedures and compliance to those procedures in order to mitigate financial exposure and non- financial risks while maintaining breakeven position for the budget including capital dollars spent recovered from the City.
- Develops and maintains policies related to the portfolio.
- Monthly and annual financial statement preparation and variance evaluation for Senior Management and Board. As well as compiles, analyzes and documents a variety of statistics for reports to the Board and for external reporting purposes.
- Plans and oversees all purchasing and leasing activities of the library system.
- Oversees Finance and Business Analytics staff in terms of ensuring performance management, safe operations and over employee management.
- Performs other duties as directed.

Qualifications

- Demonstrated level of professionalism and confidentiality with strong ethics
- Bachelor's degree accounting/business degree or equivalent
- Professional Accounting Designation i.e., Chartered Accountants (CA), Certified Management Accountants (CMA), Chartered Professional Accountant (CPA) preferred.
- Demonstrated leadership experience with proven managerial skills and excellent people skills including management, negotiation and coaching.
- 5-7 years' experience in a senior management level role related to financial and accounting services.
- Proven knowledge of budgeting and financial planning. A solid understanding of financial and regulatory reporting requirements. Ensures compliance with Generally Accepted Accounting Principles (GAAP) as well as accounting standards issued by the Public Sector Accounting Board (PSAB), Canada Revenue Agency regulatory requirements related to charities, GST and source deductions
- Knowledge of and experience in purchasing, payroll & benefits, and audit process
- Experience with building systems/building maintenance.
- Proficient with accounting programs including, Peoplesoft, Clarity and Microsoft Office such as word, excel and power point.

- Demonstrated ability to effectively manage multiple projects and priorities at the same time.
- Superior conflict management and problem-solving skills.
- Sound knowledge of relevant legislation and industry policy statements.
- Knowledge of financial management methods including program costing, budget forecasting and monitoring of expenses.
- Demonstrated record of achieving strategic outcomes in a timely manner.

Compensation

- Comprehensive benefits package
- Salary –\$128,286.34 to \$160,358.38, commensurate with experience.

Applying

- The deadline for this application is **Friday, August 9, 2024** at 3 pm EST. Please apply directly by emailing recruit@hpl.ca
- Full role description is available upon request. Please quote the job title in the subject line.
- Candidates proceeding to the formal interview process will also be required to submit:
 - A minimum of three professional (3) references
 - Copies of proof of key qualifications (i.e. degrees, certifications)

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation during the recruitment process.

By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.

The successful candidate will have to provide original proof of a vulnerable sector screening. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.

Please note that only those applicants selected for interview will be contacted.