



The St. Thomas Police Service announces a Selection Process

Financial Coordinator

Civilian Full Time Permanent Position – New Position

Position Title: Financial Coordinator

Pay Range: \$90,000 (0-12 months); \$95,000 (12-24 months); \$105,627.95 (24+months); salary subject to Collective Agreement wage percentage increases; Extended Health Benefits

Posting Date: September 14, 2026

Closing Date: November 15, 2026

Start Date: January 2027

Location: 100% On-Site Role, St. Thomas Police Service, 45 Caso Crossing St. Thomas, Ontario

The Role:

Reporting to the Chief of Police or designate, the Financial Coordinator has an active role in the day-to-day financial activities of the service. The role ensures accurate transactional processing and compliance with Board and Service Policies and By-Laws, the Community Safety and Policing Act and Public Sector Accounting Standards (PSAS). The Financial Coordinator will be expected to demonstrate practical knowledge of municipal finance, and brings critical problem-solving skills to the position that provides financial support services to the Chief of Police.

Direct Responsibilities:

- Assist the Chief of Police in the development of budgets and the analysis of actual costs.
- Liaise with local and provincial ministries, as needed, regarding monthly/quarterly/annual reporting and funding schedules.
- Assist with year-end close (accruals, deferrals, capital assets, audit working papers/follow up questions)
- Perform cash management processes as it relates to accounts payable, accounts receivable, and petty cash.
- Duties include but are not limited to reconciling bank accounts, preparing bank deposits, monitoring inflow and outflow of transactions and following up on payment statuses.
- Review/reconcile GL accounts to ensure integrity and accuracy on a monthly schedule.
- Prepare and post necessary journal entries to the General Ledger in accordance with Generally Accepted Accounting Principles (GAAP).
- Support staff, vendors and customers to assist with problem solving and inquiries.
- Complete weekly payroll processing / analysis for departmental reporting, and journal entry reconciliation/posting.
- Actively participate in learning opportunities related to new software upgrades/implementation, financial modelling, or other projects as assigned
- Identify and bring attention to any areas where process improvements, efficiencies or risk mitigation opportunities may exist for a discussion on possible next steps.
- Ensure financial information is properly preserved and maintained for archival purposes.

- Provide leadership and training for staff as it relates to financial processes and internal systems that support and facilitates proper reporting for audit purposes.
- Follow up within applicable systems/software to ensure alignment to current year budget is reflected.
- Document and maintain operating procedures for functions within the service as updates are done or changed.

Qualifications:

- Legal eligibility to work in Canada.
- Post-secondary degree/diploma in Accounting, Business Administration, or equivalent.
- Accounting experience, preferably in a municipal setting would be ideal.
- Advanced skills in Microsoft Office, specifically Excel and Sage Accounting.
- Experience with Dayforce and payroll standards would be an asset.
- Strong written and oral communication skills.
- Detail oriented and self-motivated individual with the ability to work independently to meet deadlines.
- Effective interpersonal skills.

Screening, Submission and Selection Process

The St. Thomas Police Service does not use artificial intelligence to screen, assess, or select applicants.

Consideration shall be given to merit, skill, ability, and present and past experience of the applicant, as well as operational needs of the organization, in reference to the requirements of the position. As such, not all eligible applicants may be selected for interview.

Successful candidates will be required to participate in a thorough background and reference investigation.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

A cover letter and resume including your educational degree/diploma/certificate must be received by the St. Thomas Police Service by **Sunday, November 15, 2026 by 12pm. Resumes must be submitted directly by email to careers@stps.on.ca.**

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment.

The St. Thomas Police Service is committed to a diverse and inclusive workplace reflective of the community we serve. Appropriate accommodations will be provided upon request throughout the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA).