

Woolwich Township Job Posting



Date: March 24, 2025
Position: Project Manager, Financial Systems
Positions Available: One (1) 2-year Contract position

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Financial Services currently has an exciting opportunity for a Project Manager, Financial Systems. This position will be a 2-year contract during the successful implementation, and training, of the Township's new financial software.

Purpose of position and profile:

Reporting to the Treasurer, the Project Manager Financial Systems will oversee all aspects of the financial software implementation, including project management, vendor relationship management, current and future state process documentation, assessing corporate readiness, coordinating organization resources, staff training, regular management, and reporting project milestones to council and staff.

This role will co-ordinate the development of a new GL structure and other systems to support the Township's modernized financial system.

Key Duties and Responsibilities:

- Lead the organizational transition to a new financial software system
- Adopt change management practices to assess organizational readiness and identify training gaps
- Lead liaison between Township staff and vendor staff on project implementation
- Collaborate with IT department to resolve technical issues
- Document current processes and develop future state processes
- Identify historical data to be transferred to new system
- Oversee data validation and verification before transition to new system
- Manage archiving of data not being transitioned
- Oversee testing to ensure the functionality of the new system meets agreed to specifications
- Monitor project budget and timelines to ensure initiative is proceeding on time and on schedule
- Lead development of training to departments on future state processes and new software
- Develop training and documentation for the new system
- Communicate across the Township all aspects of the project
- Other duties as assigned

Education, Skills and Qualifications:

- Post-secondary degree in Project Management or related field
- Three (3) years of previous experience in a related field
- Recognized Project Management accreditation (PMP), an asset
- Ability to plan, organize, develop, implement, and interpret goals, objectives, and policies
- Demonstrated knowledge of project management practices
- Meticulous with numbers

- High degree of integrity with an excellent work ethic
- Demonstrated understanding of industry regulations, standards, and best practices
- Sound analytical thinking, planning, prioritization, and execution skills
- Strong formal and informal leadership skills
- Strong quantitative and critical thinking skills
- A clean Criminal Record Check is required upon hire

This position offers a salary range of \$76,882 to \$96,103 (under review).

Regular hours of work will be 35 hours per week in an office environment. Typical office hours being Monday to Friday, 8:30 am to 4:30 pm, with flexibility for working evenings and weekends, as required.

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Tuesday, April 8, 2025. Please quote job posting 2025-27.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted. External applicants will be considered after the internal process has been completed.

Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.