



Chatham–Kent Police Service

INTERNAL-EXTERNAL JOB POSTING #022-2026

Position:	Finance Generalist
Rank/Level:	Civilian, Grade 3 (\$74,786.61 - \$84,533.80)
Department:	Office of the Chief
Reports to:	Financial and Budget Coordinator
Work Location:	Headquarters, Chatham
Hours of Work:	35-hour work week
Revised On:	2026/07/28

Purpose:

The Finance Generalist will provide financial and administrative services for the Chatham-Kent Police Service. Responsibilities include payroll support, payment processing, financial tracking, financial reporting, purchasing and vendor management, budget administration, paid duty administration and maintaining financial/personnel data across multiple systems. The position also reconciles financial records, conducts internal audits, and assists with reporting and other financial functions to ensure the accuracy and integrity of financial information.

Core Responsibilities:

Payroll Processing:

- Interpret and apply collective agreements to accurately process complex payroll calculations and employee entitlements.
- Calculate salary changes, including pay elevations, split increases, specialist and experience pay, position reclassifications, salary adjustments, and Workplace Safety and Insurance Board (WSIB) wage calculations. Maintain accurate staffing complements and ensure labour costs are coded to the appropriate departments for budgeting and financial reporting.
- Administer payroll-related provisions for WSIB, long-term disability (LTD), leaves of absence, and maternity/parental leaves, ensuring employee entitlements comply with collective agreements and legislation.
- Process payroll transactions for overtime, court time, acting pay, paid duties, on-call pay, coach officer premiums, training allowances, shift premiums, and other earnings. Upload payroll data into JD Edwards, verify timecard submissions, ensure accurate departmental coding, and investigate and resolve payroll discrepancies. Provide support to the Municipal Payroll Department as required.
- Process payroll reimbursements, including tuition reimbursement, clothing allowances, service pay, and other approved employee reimbursements, ensuring compliance with collective agreement provisions and established limits.
- Coordinate with the Training Unit to process education allowances, meal reimbursements, mileage claims, and other training-related payments.
- Process payroll deductions for overpayments and other employee amounts owing, ensuring accurate recovery and documentation.

“Committed to Service, Dedicated to You”



Chatham–Kent Police Service

INTERNAL-EXTERNAL JOB POSTING #022-2026

Financial Administration:

- Support the Financial Coordinator with accounts payable and accounts receivable functions, including invoice processing, customer invoicing, invoice adjustments, bank deposits, etc.
- Serve as one of the primary contacts, alongside the Financial Coordinator, for the administration of Chatham-Kent Police Service Corporate Visa and Visa Purchasing Cards. Issue, modify, audit, and reconcile cardholder accounts; process temporary credit limit increases; report lost, stolen, damaged, or fraudulent cards; resolve transaction discrepancies; and ensure supporting documentation is complete for accurate financial reporting.
- Assist the Financial Coordinator in liaising with municipal finance departments, including Accounts Payable, Accounts Receivable, Payroll, Budget, Financial Analysts, Purchasing, and Fleet Services.
- Assist in the issuance of purchase orders by communicating with vendors, ensuring compliance with purchasing policies and terms, and monitoring outstanding purchase orders.
- Administer the petty cash fund by processing and approving disbursements, reconciling balances, maintaining supporting documentation, and replenishing the fund as required.

Financial Planning and Reporting:

- Support the implementation and maintenance of the annual Police Service budget, including budget uploads and ongoing monitoring.
- Prepare and analyze financial reports for operational activities, variance projections, special projects, government grants, and cost recovery initiatives.
- Monitor budgets by analyzing historical and current expenditures, preparing journal entries, and assisting with reallocations.
- Conduct financial reviews and informal audits to ensure data integrity, compliance with policies and procedures, and accuracy of financial information.
- Apply financial accounting principles to support financial planning, forecasting, monitoring, and reporting activities.
- Assist with year-end financial processes, including reserve transfers and related financial reporting.

Our Software Limited (OSL) Software:

- Administer and maintain the Our Software Limited (OSL) workforce management system in collaboration with OSL support staff, including troubleshooting, system maintenance, year-end processing, and issue resolution.
- Serve as a contact for OSL system administration by maintaining employee records, auditing banked time balances, monitoring timecards and paid duties, managing monthly sick leave credits, supporting scheduling functions, and resolving payroll and timekeeping issues.
- Configure and maintain system data, including time codes, project registers, and special event tracking, while supporting new system implementations, enhancements, and software updates.
- Generate and analyze workforce and payroll reports, including overtime costing, leave liabilities, sick leave balances, and other operational reporting requirements.
- Perform year-end system procedures, including employee bank transfers and sick leave balance adjustments, to ensure accurate carry-forward balances.
- Maintain and monitor overtime costing for operational units, grants, and special projects (i.e. RFP's, NG911, Covid-19 pandemic, Wheatley explosion, ERT, etc.).

“Committed to Service, Dedicated to You”



Chatham–Kent Police Service

INTERNAL-EXTERNAL JOB POSTING #022-2026

Paid Duty Administration:

- Facilitate the receipt, administration, assignment, tracking and payment of all paid duty requests made of the service.

Other Responsibilities:

- Handle confidential financial, payroll, personnel, Board, and municipal information with the highest level of discretion and maintain authorized access to secure financial records.
- Provide training and ongoing support to employees on payroll, financial, and timekeeping processes.
- Support timekeeping and scheduling functions across the Police Service.
- Perform other related financial, administrative, payroll, and human resources duties as assigned.

Essential Qualifications:

- University degree in Finance, Accounting, Commerce, Business Administration, or a related discipline.
- Minimum two to four years of related work experience
- Demonstrated knowledge of financial accounting principles, reporting, auditing, and Generally Accepted Accounting Principles (GAAP).
- Experience interpreting and applying collective agreements, payroll legislation, and policies.
- Experience with municipal accounting, HRIS/payroll systems, and WSIB administration an asset.
- Proficiency with financial and payroll software, including JD Edwards, ReportsNow, Questica/Euna Budget, PerfectMind, Our Software Limited (OSL), and UKG Pro.
- Advanced computer skills using Microsoft Office, particularly Excel, Word, Outlook, and PowerPoint, to analyze financial data, prepare reports, develop spreadsheets, and maintain databases.
- Demonstrated ability to interpret and apply legislation, policies, procedures, financial controls, and collective agreements with accuracy and sound judgment.
- Strong analytical, organizational, and problem-solving skills, with the ability to meet deadlines and maintain accuracy in a fast-paced environment with frequent interruptions.

Competencies:

Complexity of Decision Making:

- Ability to make decisions through consultation with the Budget and Financial Coordinator based on internal policies/guidance; decisions must take into consideration several functions including the services budget, human resources, as well as the services relationship to the municipal finance department.

Problem Solving:

- Knowledge of analytical methods and techniques to conduct financial analysis to identify, address, follow-up with, and resolve financial disputes that arise; required to develop solutions through the application of widely accepted standards/techniques of the finance function.

Impact of Action:

- Lack of appropriate action or consultation with the Finance and Budget Coordinator may cause a breakdown in planning or services if budgets are not adhered to or not completed correctly or in a timely manner. Incorrect costing may also lead to ineffective budgetary decisions deteriorating trust in the organization.

“Committed to Service, Dedicated to You”



Chatham–Kent Police Service

INTERNAL-EXTERNAL JOB POSTING #022-2026

Working Relationships:

- The subject matter that the incumbent works with can be complicated and easily misconstrued if not presented appropriately. The role deals with sensitive information and must manage relationships with individuals, both internal and external.

Leadership:

- Primarily responsible for own time and work but may orient others to established processes and procedures.
- Works under the Budget and Financial Coordinator to complete tasks, though tasks may require the incumbent to coordinate with others (ex. Vendors, working with OSL personnel, etc.)

Accountability for Resources:

- Ensures adherence to budget instructions and limits. The incumbent will complete directed audits under the Supervision of the Budget and Financial Coordinator to monitor and ensure budget is followed appropriately.

Physical Demands:

- Work requires the incumbent to engage in light physical efforts (those required of a typical office job) on a regular basis.

Sensory Demands:

- Effort required to manage and prioritize tasks throughout the day. The incumbent often prepares financial documentation, requiring some level of concentration to ensure accuracy.

Working Conditions:

Physical Hazards:

- Work is primarily done in an indoor office environment where access is restricted to authorized personnel only and physical hazards are limited.

Psychological Hazards:

- The job may be exposed to profanity/rudeness when dealing with the public (<25% of the time).
- The job may be exposed to verbal abuse when dealing with the public (<25% of the time).

Travel and Hours:

- This job works standard daytime shifts, that remain static from week to week (ex Mon-Fri, every week).
- 35-hours per week.



Chatham–Kent Police Service

INTERNAL-EXTERNAL JOB POSTING #022-2026

Start Date: To be determined.

Closing Date: Thursday, August 20, 2026, at 16:00 hours.

Forward resumes by e-mail to:

Kaley Veldboom, Financial and Budget Coordinator

CKPScareers@chatham-kent.ca

NOTE: *The above job description outlines the principal functions of the job identified and shall not be considered a complete description of all the work requirements that may be inherent in this job.*

The Chatham-Kent Police Service is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve. We maintain the right to candidate selection and posting duration based on organizational objectives, goals, and long-term planning initiatives, contingent upon the needs of the service as required.

As members of the Chatham-Kent Police Service (CKPS), all employees are expected to embody the values of CKPS every single day. Each member is required to demonstrate integrity in their work, ensuring that ethical standards are consistently upheld while conducting themselves with honesty and fairness, which serve as the guiding principles for all actions and decisions. Furthermore, every member is responsible for delivering the highest quality of service to the community. This commitment requires maintaining honesty and professionalism in all interactions, fostering trust through accountability, and approaching each engagement with understanding and empathy.

“Committed to Service, Dedicated to You”