

# Asset Management Specialist

## Job Description

**Reports to:** Chief Financial Officer (CFO)  
**Division:** Corporate Finance  
**Date Updated:** 2025

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**Job Scope:** The Asset Management Specialist is responsible for managing, collecting and analyzing data, developing and supporting the implementation of the Town's asset management plans, including its strategies, frameworks, studies, business processes and tools, to support capital and operating budget development and rehabilitation and replacement planning of the Town's infrastructure. This position is also responsible for the year-end and ongoing accounting for assets and supporting the development of financial strategic plans and forecasting.

### Key responsibilities of the job are as follow:

#### 1. General Responsibilities:

- **Asset Management Advisory Services**
  - Act as subject matter expert for internal clients and provide guidance on continually improving the existing asset management software application and processes;
  - Provide advisory services to Business Centre Managers (BCM's) and other staff/stakeholders as required in asset management functionality including all phases of the asset lifecycle;
  - Providing advisory services regarding accounting functions, reporting, and general day to day financial activities in relation to assets; and
  - Provide technical training and support on asset management and related tools.
- **Asset Management Optimization and Analysis**
  - Provide support and advice to BCM's with their asset maintenance management systems and processes;
  - Gather, create, compile and maintain asset inventories and databases;
  - Maintain the Capital Asset Register and associated amortization schedules;
  - Prepare and maintain asset management plans in collaboration with BCMs;
  - Identify gaps, opportunities and risks associated with assets;
  - Assist BCM's and others in compiling and analyzing relevant information regarding operating and capital budgets;
  - Ensure the integration of Enterprise Risk Management policies, procedures, and tools in asset management plans and processes;
  - Assist BCM's in the preparation of asset additions/replacements/retirements reporting;
  - Support asset-management-related grant applications;
  - Obtain input and requirements from BCMs and in consultation with the CFO, improves processes;
  - Assist in the reconciliation of general ledger accounts;

- Prepare asset-related journal entries and year-end audit working papers;
- Provide assistance to auditors;
- Assist with the preparation of business case analyses, capital project and operating budgeting, forecasting, benchmarking initiatives, asset management, and other finance-related projects as required.
- **Compliance**
  - Monitor adherence to the statutory requirements of the Municipal Government Act, the Canadian Institute of Chartered Accountants (CICA), Public Sector Accounting Standards (PSAS), and other applicable federal and provincial legislation;
  - Provide external agencies with financial reports in accordance with government legislation or Town bylaws, and communicate any discrepancies and concerns;
  - Monitor changes to reporting requirements and recommend modifications to accounting and asset management procedures as necessary;
  - Assist in the review, development and implementation of policies, procedures and internal financial controls affecting the administration, accounting, and protection of assets; and
  - Maintain effective controls to ensure the integrity of asset records for related financial and accounting functions, including recommendations for system improvements.
- 2. **Other responsibilities:**
  - Ensure compliance with OH&S, Town Standards and Administrative Guidelines; and
  - Projects & initiatives as assigned.

## **Qualifications and required skills:**

- **Education:** Equivalent to the completion of a University (bachelor) program in a Technical/Business/Scientific Field of Study and/or work. The work requires a sound understanding of the underlying theoretical principles and concepts associated with the subject area and an understanding of the relation of these to the responsibilities of the job. This specialized training is often recognized by a degree in Engineering, Finance, Accounting, Data Analytics or a related field.
- **Certifications:** Certified Asset Management Professional (CAMP), Certification Asset Management Assessor (CAMA), or related certification is considered an asset.
- **Experience:** 3 or more years of related experience representing continuous learning. Accounting experience is considered an asset.
- Proficiency with software including asset management, budgeting and accounting systems.
- **Skills:**
  - Interpreting complex data with precision to generate accurate, actionable insights.
  - Conveying information clearly while fostering strong, cooperative relationships across teams.
  - Managing diverse responsibilities, schedules, and priorities with efficiency and structure.
- Proficient with Microsoft Office Suite and position relevant software.