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CHAIRMAN
BRUCE ARMSTRONG

MEMBERS
NATALIE KINLOCH
DOUGLAS D. DIER
THYE LEE
RICHARD IGLINSKI
BARRY ORMSBY
MARK W. THOMPSON

EXECUTIVE DIRECTOR
TIMOTHY STURICK

MANAGER, FINANCE & ADMINISTRATION

The Thousand Islands Bridge Authority (the “Authority”) is seeking an experienced, highly organized, and detail-oriented Manager, Finance & Administration to join our finance team. The Manager, Finance & Administration will oversee the Authority’s financial operations, ensure accurate and timely financial reporting, maintain strong internal controls, and support strategic decision-making. This position requires a high level of professionalism, technical expertise, and the ability to work collaboratively across departments.

Job Responsibilities:

- Oversee and manage all accounting functions, including general ledger, accounts payable, accounts receivable, payroll, and fixed assets.
- Prepare monthly financial statements in accordance with applicable accounting standards and Authority policies.
- Lead the annual audit process and serve as the primary liaison with external auditors.
- Develop, implement, and maintain internal controls to safeguard assets and ensure compliance with regulatory requirements.
- Assist in the preparation of the annual operating and capital budgets and monitor budget performance throughout the year.
- Review monthly reconciliations and financial reports prepared by finance staff.
- Support the Executive Director and Director, Finance and Administration with financial analysis, forecasting, and long-range planning.
- Perform other related duties as assigned.

Qualifications:

- Bachelor’s degree in Accounting, Finance, or related field.
- Minimum of five (5) years of progressive accounting or financial management experience.
- Strong knowledge of GAAP; experience with GASB standards preferred.
- Experience preparing or overseeing audited financial statements.
- Proficiency with financial systems and accounting software; experience with Sage preferred.
- Strong analytical, organizational, and communication skills.

Work Environment & Benefits:

The Authority offers a comprehensive benefits package which includes:

- Excellent Medical, Dental & Vision Insurance
- Vacation, Sick and Personal Days plus Ten (10) Paid Holidays
- Retirement Plans Including Defined Benefit Pension Plan and Employee 457 Deferred Compensation Plan
- Employer Paid Life Insurance and Disability Insurance

Applications are available at the Thousand Islands Bridge Authority Administrative Offices at 43530 Interstate 81, Collins Landing, Alexandria Bay, NY, or at www.tibridge.com.

Interested candidates should submit a letter of interest, resume and completed application no later than July 14, 2026, electronically to RESUME@TIBRIDGE.COM and include “Manager, Finance & Administration” in the subject line or by mail to the address below to be considered.

**Attention: Executive Director
Thousand Islands Bridge Authority
P.O. Box 428
Alexandria Bay, NY 13607**

The Thousand Islands Bridge Authority is an Equal Opportunity employer.