



<b>Job Title:</b>	Director of Financial Services/Treasurer
<b>Department:</b>	Financial Services
<b>Reports To:</b>	Chief Administrative Officer
<b>Salary Band:</b>	Band 12, 40 hours a week (under review)
<b>Last Update:</b>	June 2022

### Job Summary:

This Senior Leadership role provides leadership, vision and general oversight and leadership to all Finance Department Staff. This role requires a collaborative approach, which involves working closely with all departments, Council, community stakeholders, contracted suppliers of services and other levels of government while developing strategic partnerships through relationship building – all the while ensuring the delivery of efficient and effective municipal services.

This position is also responsible for performing the statutory functions of Treasurer as defined in the Municipal Act. This position is responsible for managing the financial affairs of the Corporation including capital and operating budgeting, property tax, financial accounting, payroll, treasury activities, financial reporting, the Township business plan and measuring progress to ensure financial stability and expected outcomes are realized.

Liaises with the public as well as external and government agencies on statutory responsibilities in accordance with the provisions of the Ontario Municipal Act and other Provincial Statutes.

### Primary Duties and Responsibilities:

#### 1. Management Activities:

- a) Participate in the development of strategic plans and policies.
- b) Provide leadership and develop the department's vision and business plan; leverages appropriate metrics to monitor and measure department progress, quality, accuracy and timeliness.
- c) Develop and maintain appropriate insurance coverage and risk management practices for the Township.
- d) Prepare and coordinate grant applications from outside agencies and user groups for Township initiatives as required.
- e) Supervise departmental staff and provide guidance as required, conduct performance reviews, staff development, coaching/ mentoring, health and safety of departmental staff, policy administration, assign work, schedule time off, schedule training.

- f) Assess departmental staffing needs, participate in the recruitment process and make recommendations regarding the selection of Financial Services staff.
- g) Administer discipline and recommend to the CAO the appointment, suspension or dismissal of staff.
- h) Lead and or participate on project teams as assigned by CAO, which are in accordance with job responsibilities or necessary departmental or corporate objectives.

## **2. Operations:**

- a) Direct all general accounting functions for the Municipality which includes: Funds and Reserve Funds; user pay systems for water and sewer and Boards and Committees appointed by Council.
- b) In association with the CAO, co-ordinate and develop the annual draft operating budgets in accordance with Provincial guidelines and ten-year capital forecast for approval by Council.
- c) Prepare, develop and assist in the coordination of the annual operating and capital budgets including preliminary guidelines, reports, preparation of required documents, and data analysis. Review with senior managers and staff, as necessary. Provide budgetary and financial support to operating departments.
- d) Maintain books and registers for the recording of debenture debt and all changes therein, including the flotation of new issues and the retirement and redemption of maturing issues.
- e) Ensure that taxes, local improvements and other charges are levied and collected in a proper manner and carrying out all duties specified in the Municipal Act, including:
  - a. Maintaining a computerized tax billing and collection system
  - b. Adjusting tax accounts
  - c. Preparing tax related statements and documents.
- f) Oversee all cash management for the Township, monitoring cash flow, investing funds to achieve best returns, arranging for borrowings, dealing with bankers and fiscal agents and assisting in the preparation of prospectuses.
- g) Direct and oversee the Township's financial and accounting functions and the development, integration and maintenance of the Township's financial accounting and information systems.
- h) Direct and oversee the timely preparation of all of the Township's financial statements in accordance with generally accepted accounting principles (GAAP) and the Public Sector Accounting Board (PSAB). Direct the submission of the provincial Financial Information Return (FIR) and other statutory requirements.
- i) Authorize all Financial Services accounts for payment including: payroll, equipment and supplies and insures expenditures remain within budget limits established by Council.
- j) Develop, implement, and ensure compliance with internal financial and accounting policies, procedures and internal controls.

### **3. Public Interactions with Council and Committee of the Whole:**

- a) Attend Council, Committee, Senior Leadership Team, ratepayer, special interest groups, community consultations, professional network tables and other meetings as required.
- b) Member of the Municipality's Audit Committee, and the Municipal Emergency Control Group and Treasurer for the Ramara Library Board.
- c) Prepare and review recommendations, reports and presentations for the CAO, senior management and Council.
- d) Manage customer relations by responding to inquiries, issues and concerns from Council, ratepayers, departments, other levels of government, external agencies, etc. and provide interpretation, guidance and additional information, as necessary.

### **4. Compliance:**

- a) Stay current with Government regulations and best practices and provides advice to Council, the CAO, and the public, as required.
- b) Keep apprised of current and emerging trends and best practices to ensure efficient and effective processes.
- c) Comply with the Occupational Health and Safety Act and Regulations and Corporate Occupational Health and Safety Program, related policies and procedures.
- d) Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and protection of Privacy Act.
- e) Comply with, ensure all staff comply with, and perform their duties in accordance with the Code of Conduct.
- f) Liaise and assist the municipality's auditor in the performance of their annual functions.

### **Supervisory Responsibilities:**

- Deputy Treasurer
- Accounts Receivable/Utility Coordinator
- Customer Care/ Administrative Assistant
- Customer Care/ Accounts Payable
- Customer Care/ Inquiry Clerk

### **Education, Experience and Qualifications:**

- Chartered Professional Accountant (CPA) an asset Certified Municipal Tax Practitioner and Certified Municipal Officer (CMO) with 10 years' experience in municipal finance functions **OR** some combination of the above or suitable equivalent

- Ten (10) years of experience at a senior management level that included responsibilities in accounting, and financial services.
- Strong knowledge of the relevant municipal acts and legislative framework.
- Municipal experience is preferred.
- Strong leadership and interpersonal skills with a demonstrated ability to effectively interact with senior management; skilled in negotiating, influencing, and consensus building among diverse groups
- Results-oriented individual, with excellent analytical skills, experience in developing sound methodologies and an interest in policy, process and financial control frameworks.
- Excellent communication skills, presentation skills and report writing.
- Working knowledge and experience with enterprise financial systems, such as; Keystone Software is an asset
- Demonstrated experience in change management process, implementation and follow-up
- Demonstrated high level of critical thinking with the ability to perform in a proactive and strategic manner and adapt to shifting priorities and goals successfully
- Ability to “present” well in a manner that values tact and diplomacy in a political and client-based environment
- Proficiency in Microsoft applications

**Required Certifications:**

- Certified Municipal Revenue Practitioner (CMRP)
- Chartered Professional Accountant (CPA) (preferred)
- Certified Municipal Officer (CMO)

**Applicable Regulations:**

- The Municipality Act 2001
- Provincial Legislation

**Physical and Mental Demands of Position:**

	<b>Physical Demands</b>		<b>Mental Stress</b>
	Shift work schedules	X	Multiple tasks, heightened pace
X	8 to 12 hour shifts	X	Stressful situations
	Prolonged periods of standing	X	Supervisory responsibility
	Lifting up to 50 lbs.		Exposure to critical/traumatic incidents
	Lifting exceeding 50 lbs.	X	Dealing with Public
	Walking		Working Alone
X	Prolonged periods of sitting		Stranger Danger



	Bending/twisting		Operating Heavy Equipment in inclement weather
	Operating motorized equipment	X	Training
	Operating non-motorized equipment		<b>Environmental/Chemical Exposure to:</b>
	Extreme Heat		Extreme Dust
	Extreme Cold		Flying Insects
X	Eye Strain		Water (Flood, Algae, Steam)
	Walking in Rough Terrain		Electrical (i.e. hydro lines)
	Climbing		Utilities digging (gas/hydro)
	<b>Physical Exertion</b>		Animal (dead/alive), (domestic/wild)
X	Mild (sedentary pace)		Noxious Weed (poison ivy, oak)
	Moderate		Trees/ Branches (fallen/unstable)
	Challenging (high physical demands)		Hazardous Waste
	<b>Repetitive Movement Related to:</b>		Chemical Handling:
X	Computer use		Hot tar
X	Equipment use		Flying Debris
	Task performance		Noise
			Weather: Rain, Snow
			Working in low light or at night

**Approvals:**

Position	Print Name	Signature	Date
Prepared by Human Resources	Brittany Wilson		
Approved by CAO	Zach Drinkwalter		
Reviewed by Manager	Zach Drinkwalter	N/A	N/A
Reviewed by Incumbent	N/A		

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. There are other duties and responsibilities that are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.