



Excellence • Connectivity • Services • Livability • Growth

Director of Financial Services / Treasurer

Internal / External Posting

The Township of Ramara is a rural community located in Central Ontario, along the north-eastern shores of Lake Simcoe and Lake Couchiching. In Ramara, people are our priority. Our people are the cornerstone of our organization. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace. Each of our team members brings diverse experiences and perspectives, as well as unique skills and talents to the job. Our diverse compliment ensures an environment where individual, team, and organizational successes are embraced and celebrated. All team members have equal opportunity within the organization to thrive and attain their highest potential. We welcome your application for the Deputy Treasurer position and look forward to discussing how the Township of Ramara can become your next career choice.

Core Responsibilities

- Participate in the development of strategic plans and policies
- Provide leadership and develop the department's vision and business plan
- Develop and maintain appropriate insurance coverage and risk management practices for the Township
- Prepare and coordinate grant applications from outside agencies and user groups for Township initiatives as required
- Supervise, motivate and train assigned staff, ensuring effective teamwork, high standards of work quality, organizational performance and continuous learning
- Direct all general accounting functions for the Municipality
- In association with the CAO, co-ordinate and develop the annual draft operating budgets
- Prepare, develop and assist in the coordination of the annual operating and capital budgets
- Provide budgetary and financial support to operating departments
- 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
- 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
- Oversee all cash management for the Township
- 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. Authorize all Financial Services accounts for payment

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Director of Finance/Treasurer" addressed to Brittany Wilson, Manager of Human Resources/ Health & Safety and submit to hr@ramara.ca by 4:30pm on June 27, 2022.

Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies, COVID-19 Protocols and Public Health Guidelines.

Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.

The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. Thank you to all applicants, but only those selected for an interview will be contacted.

Qualifications / Skills

- 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
- 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

Experiences

- 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.

Salary

\$106,856.37 - \$125,123.83 (currently under review) per year, plus a comprehensive benefits package.