



POSITION DESCRIPTION

Manager of Financial Services / Deputy Treasurer

Department	Financial Services
Classification	Non-Union
Reports to (Direct)	Director of Financial Services/Treasurer
Positions Supervised Directly	Under review
Position(s) Supervised Indirectly	Under review
Hours per Week	35
Effective Date	January 2026

POSITION SUMMARY

The Manager of Financial Services/Deputy Treasurer is responsible for assisting with the management and implementation of all financial, budgeting, and accounting functions for the municipality. This position will also oversee the Information Technology function.

RESPONSIBILITIES

- Manage the day-to-day operations of the Finance Department, including performing month-end and annual routines, bank and account reconciliations and variance reporting
- Coordinate interim and year-end audit requirements, including the preparation of the annual consolidated financial statements
- Prepare financial reports and Financial Information Returns required by the Provincial and Federal Government
- Assist in developing, administering, and monitoring the annual operating and capital budgets
- Coordinate and recommend investment opportunities by reviewing and analyzing types of investments and rates
- Coordinate the preparation of all data for federal and provincial grant applications, ensures timely report preparation, filing and follow-up to ensure funds are received in a timely and accurate manner
- Participate in the Asset Management Program for the Municipality
- Research and prepare reports and by-laws to Council making recommendations regarding financial services, as directed
- Coordinate long term debt (debentures) and ensure that all Municipal and legal requirements are met

- Provide oversight over the Municipal purchasing and procurement process, including compliance and enhancements to current controls and policies
- Assist to ensure internal controls are being adhered to by all departments and all financial transactions are in compliance with policy and procedures
- Identify, establish, and implement best practices with a focus on continuous improvement, efficiencies, and effectiveness
- Liaise with consultants, taxpayers, vendors, and other government agencies
- Carry out the statutory duties of the Deputy Treasurer
- Assist with the completion of Request for Proposals (RFP) for banking, audit, and insurance services as well as departmental purchases as required
- Review applicable new or amended legislation to identify possible impacts and recommendations
- Assist in the development and preparation of policies, procedures, and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Municipality
- Responsible for interviewing & hiring new employees, carrying out performance appraisals, directing the training & development of staff, providing coaching opportunities and carrying out disciplinary actions
- Complete other duties, responsibilities and functions as assigned

Other Related Responsibilities

- Provides support in the preparation and administration of municipal contracts, tenders and requests for proposals relating to human resources.
- Assist with the creation and monitoring of the corporate budget as it relates to human resources.
- Assist corporately with special projects and strategic initiatives as required.
- Provide back up for the processing of payroll.
- Coordinate clothing orders for all Municipality staff and council members.
- Prepare reports/presentations as required for the Chief Administrative Officer.
- Responsible for the development of departmental goals and objectives and recommend new or improved ways to perform the human resource function.
- Perform other related duties as assigned.

Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

Education (degree/diploma/certifications) and Experience

Post-secondary education in Accounting, Business Administration, or related field

Professional Accounting Designation (CPA) (preferred)

Minimum 5 years of progressive accounting experience, preferably in a municipal environment

3 years of relevant leadership experience in a municipal environment

Knowledge/Skill/Ability

- Experience with external financial reporting and audit process, administering an integrated financial system, and an understanding of the various legislation, regulations, and accounting principles (PSAB) which affect the delivery of municipal financial services
- Strong working knowledge in budgeting, banking, and general accounting functions
- Strong understanding of Provincial statutes, municipal by-laws, policies, procedures, and structure as applied to Municipal government
- High proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook)
- Demonstrated strong leadership skills and the ability to manage change, conflict, and influence others
- Ability to demonstrate initiative consistently with commitment to quality improvement and process improvements
- Strong communication (oral and written), interpersonal, time-management, and organizational skills
- Well developed problem solving and decision-making skills
- Good organizational and time-management skills to prioritize workload to meet deadlines
- Ability to effectively foster good rapport and cooperative working relationships and build trust within teams
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality

WORK SETTING

Contacts

CONTACT	FREQUENCY	NATURE OF INTERACTION
Director of Financial Services/Treasurer	Frequent (daily)	For all direction from the Director of Financial Services/Treasurer and to provide updates on projects/work plan and to assist when required.
Payroll & Benefits Specialist	Regular (Weekly)	To assist with payroll & benefits
Senior Management Team	Regular (Weekly)	To assist with human resources for each department, or information as required.
Public	Regular (Weekly)	Inquiries
All departments/employees	Infrequent	Inquiries

Work Conditions

Working within an office environment, with off-site meetings on an as needed basis.

Attend after hours Council meetings as need be.

Normal hours of work are 35 hours per week, Monday to Friday.

Interactions are generally courteous and collaborative; required to ensure full understanding of information or decisions; resolves conflict and obtains willing action or consent.

Physical Demands:

Time spent on the computer using a mouse and keyboard

Communication with a variety of stakeholders

Communication using the telephone

Considerable time spent sitting at a workstation

Mental Demands:

Ability to handle and prioritize changing workloads

Ability to deal with stressful situations and customers

Increased customer demands during peak hours

Ability to work/connect with different people and different work styles

Job description is subject to change without notice