



POSITION DESCRIPTION

Director of Financial Services/Treasurer

Department	Finance
Classification	Non-Union
Reports to (Direct)	Chief Administration Officer
Positions Supervised Directly	Deputy Treasurer/Tax Collector, Payroll & Benefits Specialist, Financial Analyst, Accounts Receivable/Revenue Coordinator, Accounts Coordinator, and GIS Technician/Asset Management Assistant
Position(s) Supervised Indirectly	N/A
Hours per Week	35
Effective Date	November 2024

POSITION SUMMARY

The Director of Financial Services/Treasurer shall be responsible and accountable to the Chief Administrative Officer (CAO) for the general management of the administration and affairs of the Finance Department and Asset Management. The Director acts as the municipal officer in charge of technical and administrative policy for the Finance Department, including accounting and taxation. The Director serves as the Treasurer for the Municipality and is requested to adhere to the statutory requirements of the Municipal Act.

RESPONSIBILITIES

Leadership and Supervision

- Supervise the non-union departmental staff responsible for accounting, taxation services, and Asset Management. Act as the Municipal Treasurer, as delegated and appointed by the Council.
- Support the strategic directions and policies of the Municipality and ensure uniformity in creating and implementing municipal-wide policies and procedures through participation and involvement in the Senior Management Team (SMT). Assume individual and collective responsibility for corporate-wide initiatives and cross-departmental projects, as assigned.
- Ensure the work of the Department's consultants and contracted service providers, as assigned.

General Administration

- Leads and directs the strategic, general and financial management and day-to-day administration of the Finance Department.

- Prepares reports/recommendations and attends Council, Council/Committee, community stakeholder and other public meetings as required; makes presentations and provides advice/guidance on financial and funding matters, procurement and strategies, emerging trends and significant new/pending legislation and regulatory guidelines affecting the Municipality as it relates to the portfolio.
- Institute's quality assurance and continuous improvement practices. Regularly reviews and evaluates administrative and service delivery processes within areas supervised and on corporate financial processes and systems to ensure practices are coordinated between departments, appropriate stakeholder consultation occurs, and practices are innovative/contemporary, meet the needs of the Municipality, and reflect customer service excellence and value.
- Respond to inquiries from and/or liaise with taxpayers, internal departments, other governments/agencies, elected officials, citizens and special interest groups, the media, etc., on financial, payroll procurement, property tax and other matters; monitor and follows-up on complaints received, taking remedial action where necessary.
- Works with the CAO and Senior Management Team to monitor activities and agreements with service partners affiliated with the Municipality to promote and protect the Municipality's financial and other interests in these organizations; undertakes representative and/or inter-governmental/board/agency relations activities to foster cooperative working relationships, provide assistance/guidance/resources, and influence decision-making where appropriate.
- Makes recommendations on hiring consultants, auditors and/or other external resources to assist with/undertake major projects/studies related to the portfolio; prepares RFP Terms of Reference and evaluates bids; monitors consultants' work and administers the agreements by policies/procedures.
- Perform assigned responsibilities regarding asset management.
- Undertakes representative duties as Director of Financial Services/ Treasurer with the community, province, businesses/industries, professional associations, and inter-municipally as required/directed; takes a leadership role in the event of a community emergency; acts in the absence or on behalf of the Chief Administrator Officer, as assigned.
- Perform all other duties as assigned.

Financial Administration

- Develops and recommends fiscal strategy, including providing strategic advice to Council and staff on budget and funding alternatives, financial planning, potential revenue opportunities, leading the development and update of user fee and development charges by-laws, funds investment, recommendation and institution of reserve and reserve fund accounts, etc.
- Coordinate the Municipality's Asset Management Program and is responsible for developing related accounting policies and procedures and providing functional support to the CAO and members of the Senior Management Team.
- Directs and oversees the preparation of corporate operating and capital budgets and forecasts and overall budget presentation to Council; implements appropriate performance measures/metrics and monitors administration of approved budgets, including authorization of expenditures and accounts. Coordinates and oversees the preparation of year-end financial statements and reporting requirements to the Province and community.

- Performs the statutory duties of Treasurer under the Municipal Act, including assuring the integrity of financial practices and associated reporting/banking/investment and reserves/funds administration.
- Recommends fiscal policy; oversees PSAB requirements; authorizes corporate and departmental policies and procedures respecting accounting, cash-handling, payroll expenditure control and other internal financial procedures to ensure appropriate accounting principles and practices are met; coordinates and oversees audit of the Municipality's financial management and accounting processes in consultation/cooperation with external auditors including implementation of recommendations emanating from audits.
- Participates as a member of the corporate senior management team, providing input on inter-department and corporate planning and strategic initiatives, and financial matters; provides advice/opinion/counsel to the CAO and Council in corporate decision-making and on sensitive/controversial and fiscal issues; leads and/or participates on corporate project teams; champions the Municipality's community vision, purpose, Council's Strategic Plan and goals/decisions.

Personnel Administration

- Oversees the property taxation, utility billing, payroll, accounting, GIS, and asset management functions, ensuring all legislative, regulatory and reporting requirements are met, that appropriate cross-functional and backup contingencies are in place, and that taxpayers, customers, vendors and staff are dealt with in a well-informed and customer-first service manner.
- Assesses departmental staffing needs, reviews and recommends complement amendments and organizational structure changes, participates in recruitment processes, and makes effective hiring and/or promotion recommendations/decisions.
- Provides leadership to department team, including staff development, performance management/review, coaching and mentoring, staff engagement, rewards and recognition, health and safety and discipline.
- Oversees the property taxation, utility billing, payroll, accounting, GIS, and asset management functions, ensuring all legislative, regulatory and reporting requirements are met, that appropriate cross-functional and backup contingencies are in place, and that taxpayers, customers, vendors and staff are dealt with in a well-informed and customer-first service manner.
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Note: All activities are expected to be performed safely, 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)

Post-secondary diploma or degree in Finance or Business Administration (2 years or more) or another relevant municipally related field is mandatory.

Certified Professional Accountant or experience overseeing a CPA, is considered an Asset.

Municipal tax administration program or municipal accounting program is a definite asset.

Bachelor's or Master's degree in Public or Business Administration or Commerce is an added asset.

Voluntary certification with another recognized municipal or professional association would be an asset, including certification as a Certified Municipal Officer or equivalent.

Experience

Five (5) to seven (7) years of progressive experience within a municipal government or in a role providing support to a municipality, with three (3) to five (5) years at a supervisory or management level in a Treasurer role.

Knowledge/Skill/Ability

- Excellent oral and written communication skills.
- Up-to-date knowledge of Windows-based computer applications, including, but not limited to, Microsoft Office, electronic records management software (e.g. Laserfiche), employee training software and meeting management software.
- Tact and discretion required.
- Ability to communicate effectively and to maintain harmonious working relationships with others.
- Proven management and leadership abilities.
- Demonstrated organizational skills to meet strict and time-sensitive deadlines.
- Superior organizational and time management skills.
- Knowledge of municipal government processes and parliamentary procedures.
- Excellent analytical skills, good judgement, sound problem-solving, and conflict resolution abilities.
- Ability to work outside regular business hours as required.
- Effective time management, analytical reasoning, and problem-solving skills.
- Ability to work in a fast-paced team environment and ability to work a flexible schedule when required.
- Demonstrated tact and diplomacy skills and the ability to handle confidential matters with discretion.
- Valid G Driver's License.

WORK SETTING

Contacts

CONTACT	FREQUENCY	NATURE OF INTERACTION
CAO	Frequent (daily)	Reports directly to CAO for all direction.
HR	Infrequent	To assist with any HR support.
Finance Department	Frequent (daily)	To give direction to team.
Senior Management Team	Regular (weekly)	This role would be a member of Senior Management Team and support other leaders, & CAO.
Public	Regular (weekly)	Inquiries
All departments /employees	Regular (weekly)	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.

*Job description is subject to change without notice *