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| <b>JOB TITLE:</b> Treasurer  | <b>LAST REVISION DATE:</b> January 2023 |
| <b>REPORTS TO:</b> Chief Administrative Officer  | <b>APPROVED BY:</b> Council             |
| <b>WAGE LEVEL:</b> Pay Grade 6<br>(\$100,072 to \$109,140 – 2022 Rates)<br><i>(Pending Job Evaluation)</i> | <b>EFFECTIVE DATE:</b> January 2023     |

### **POSITION SUMMARY:**

The Treasurer is a key member of the senior management team and fulfils the position of Treasurer as prescribed under the Municipal Act, 2001. The Treasurer will be responsible for the overall financial management of the Municipality including financial planning and forecasting, budgeting, asset management, property taxes, payroll, and optimization of other revenues. The Treasurer will manage the Finance Department and provide financial leadership and advice to Council and staff to ensure the long-term financial sustainability of the Municipality. The Treasurer will provide financial analysis of programs, projects, and proposed initiatives; deliver timely and reliable financial information and oversee the financial management systems to support strategic financial decisions. Other duties include providing advice on matters such as human resource and benefit administration, information technology, water and sewer billing, and procurement policies.

### **EDUCATION AND EXPERIENCE:**

- University Degree in accounting, finance, or related discipline
- Professional accounting designation or actively working towards would be considered an asset
- Several years of relevant experience in accounting/financial analysis, preferably in a Municipal or public sector environment
- Organizational skills to prioritize and handle multiple projects and tasks, meet deadlines and work under pressure

- Working knowledge of GAAP, PSAB (Public Sector Accounting Board) Standards, and municipal financial legislation/regulations including the Municipal Act and Assessment Act,
- Willingness and ability to learn and apply new technology as it relates to financial software and systems
- Excellent interpersonal, organizational, analytical, problem solving, communication, research, financial and time management skills
- Demonstrated customer focus and ability to build strong professional relationship with internal and external stakeholders, Commitment to confidentiality and professional ethics
- Ability to deal courteously and effectively with departmental and corporate contacts at all levels
- Proficiency with Microsoft Office applications, Advanced Excel skills
- Working knowledge of Vadim Municipal Software would be considered an asset.

#### **DUTIES AND RESONSIBILITIES:**

- Fulfils the position of Treasurer as prescribed under the Municipal Act, 2001 including responsibility for financial operations, accounts payable, accounts receivable, budget management, asset management and payroll. Performs or delegates responsibilities to staff as required.
- Oversees Municipal-wide budget preparation; reviews departmental draft budgets for compliance with budget directions and suggests changes as necessary; assembles departmental budgets into preliminary budget for Chief Administrative Officer's review and publication; changes preliminary budget per Council direction; publishes adopted annual budget; conducts quarterly budget reviews and forecasts and prepares reports for Council consideration; directs investment of Municipal funds; monitors revenues and expenditures; certifies expenditures, and prepares reports.
- Maintains the integrity of the financial reporting systems, balance sheet and operating statement. Reviews procedures for compliance with internal control standards.
- Responsible for the Municipality's Asset Management Plan to ensure it remains current and fully supported by a financial strategy. Manages the asset inventory and establishes procedures for sustainable asset management in conjunction with the other Department Heads.

- Provides overall leadership and management of the Treasury department including Accounting, Group Benefit Administration, Payroll, Property Taxation & Water Billing/Collection, and Information Technology functions.
- Manages assigned staff resources, assesses training and other professional development needs, conducts performance reviews with direct reports including the establishment of goals and assisting employees in achievement of goals, recommends hiring and administers discipline, as required.
- Develops relationships with peers in business, community, and other government activities to encourage cooperative problem-solving and joint approaches to financial challenges. Works with citizens and citizen groups to resolve matters requiring financial input.
- Collects and prepares financial information and researches options to support recommendations to Council, boards, or committees.
- Oversees the annual financial audit and subsequent reporting to Council.
- Manages the preparation and submission of annual reporting to the province including the Financial Information Return (FIR), and other financial reporting as required.
- Investigates and researches grant funding programs provided by federal and provincial governments as well as other sources of grant funding available to the Municipality. Helps prepare grant applications/proposals and administers grants, including reporting.
- Keeps abreast of legislation and regulations and evaluates the financial impact of regulations and legislation changes on the Municipality.
- Attends and participates in Council, committee, and other meetings, as required.
- Performs such other duties as assigned by the Chief Administrative Officer or Council that are associated with the primary responsibilities of the position.

**The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.**

**APPLICATION DEADLINE:**

The Municipality of South Dundas is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

Applications will be accepted until January 20, 2023, at 4:30 pm. Please send resume to [hr@southdundas.com](mailto:hr@southdundas.com). We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of The Municipal Act, RSO 2001, and will be used in accordance with The Municipal Freedom of Information and Protection of Privacy Act for employment purposes.