



## POSITION DESCRIPTION

<b>POSITION:</b>	<b>Treasurer</b>	
<b>REPORTS TO:</b>	<b>CAO</b>	
<b>DATE:</b>	<b>April 2025</b>	

### Job Requirements

The Treasurer will direct the work of the Finance department, overseeing all financial functions of the municipality and ensuring that the statutory requirements related to the role of Municipal Treasurer are met.

- Directs 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.
- Develops the long and short-term goals, objectives and strategies of the Finance Department for review by the CAO and approval by Council.
- Develops and co-ordinates the budget process and schedules for all departments in conjunction with the applicable Department Heads and the CAO for approval by Council. This includes the current, capital reserve and reserve fund budgets
- Directs the tax collection function ensuring collection of interest and penalties and accurate application of tax sale procedures
- Performs calculation of tax levies and preparation of related by-law.
- Manage the investment of Municipal funds to maximize returns while maintaining liquidity and security.
- Monitor outstanding municipal debt and make recommendations regarding borrowing and repayment strategies.
- Assess and manage financial risks, including insurance coverage for the Municipality.
- Ensure the Asset Management Plan and supporting documents are current and compliant with legislation.
- Manage all grant reporting requirements.
- Act as trustee to the Cemetery Board.
- Directs and administers the Tax Registration processes for eligible properties.

- Coordinates the financial components of the interim and annual audit providing information to the auditors as required.
- Directs and administers the Tangible Capital Asset reporting requirement project.
- Directs the Accounts Receivable and Accounts Payable functions.
- Acts a municipal signing authority on cheques and other financial transactions.
- Ensures that procedures necessary for the flow and handling of cash, calculations, posting and banking operations are followed and completes the monthly bank reconciliations.
- Directs the administration of payroll, benefits and pension plans ensuring that reporting requirements are met.
- Acts as Chief Financial Officer, prepares documentation, and manages all financial affairs for the Municipal Sewage Corporation
- Directs the preparation of the required tax returns, year-end reports, T4s, Form 119s, FIR, etc.
- Maintains all financial records and acts as bookkeeper for Local Boards as required.
- Ensures that the financial software is maintained and utilized to the greatest extent possible in terms of alleviating manual calculation and reconciliation methods.
- Working with the Digital Transformation Specialist ensures that any new financial software is evaluated and implemented in a manner that achieves the greatest efficiency
- Ensures back up and maintenance of digital and hard copy financial records.
- Oversees the administration of the Municipality's purchasing policy
- Prepares all money, borrowing and debenture by-laws for review of the CAO and subsequent approval by Council in conjunction with other department heads and the solicitor where necessary.
- Receives and responds to telephone, letter and inquires from the general public, agencies, and other levels of government pertaining to the Municipality's finances, as directed.
- Manage performance and identifies training competencies required to meet the objectives of the corporation for the finance staff.
- Performs other related duties as assigned.

**Technical Skills/Education/Experience:**

- A thorough understanding of generally accepted accounting principles and practices preferably gained through a post-secondary program.

- a thorough knowledge of all legislation and regulations pertinent to the Municipal financial and administrative functions outlined within this document.
- excellent organizational, project management and supervisory skills and be competent in the interpretation and application of collective agreements as it relates to the payroll and benefit administration function.
- strong communication, customer service and inter-personal skills as they deal with a wide variety of individuals and groups on a regular basis.
- A thorough knowledge of word-processing, spreadsheet and financial computer software applications. Experience with financial software is required.
- Experience with on-line reporting programs such as CRA, and grants is required.
- excellent planning/time management and organizational skills.
- A minimum of five years of senior management experience is required

**Working Conditions:**

- Salaried position based on a forty (40) hour work week – Monday to Friday with some opportunity for flexible hours as approved by the CAO.
- Requirements to work outside of regular hours during peak financial periods to meet prescribed deadlines.
- Ability to manage regular work interruptions and be able to return to where the work was left
- Ability to advocate taking a lead role to mentor, educate, empower, and inform municipal employees and council members
- Ability to keep up to date on regular changing legislation requirements requires self-education and regulation
- Regular use of a computer, sitting and or standing for long periods of time
- Close attention to detail and concentration
- Ability to communicate and convey budgets and financial matters to all persons with various financial knowledge and understanding for periods of time and during presentations
- One (1) week in lieu of overtime provided annually.

**Department Organizational Chart**

