

JOB SUMMARY:

Reporting to the Chief Administrative Officer, the Director of Finance/Treasurer is the Department Head for Finance and serves as the Treasurer performing statutory duties as defined in the Municipal Act and other Acts or Legislation. Responsible for all aspects of the Financial Management of the Township, including its Operational and Capital Budget.

Provides financial advice to Council and Senior Management. Responsible for financial planning, management of municipal funds and trusts, asset management and capital financing. Responsible for management of the annual audit and preparation of financial statements and reports.

IMMEDIATE SUPERVISOR:

Chief Administrative Officer (CAO)

STATUS:

Regular Full-time

HOURS:

Monday to Friday – 40 hours/week

TITLES OF POSITIONS REPORTING TO THIS POSITION:

- Finance Assistant
- Tax, Revenue and Payroll Administrator
- Tax Clerk
- Finance/Water Billing Clerk

KEY DUTIES & RESPONSIBILITIES:

- Provide statutory duties of the Treasurer as defined in the Municipal Act and is responsible for the overall financial management of the municipality.
- Provides leadership in developing and monitoring progress on departmental objectives that are in line with corporate strategic planning initiatives, identifying and resolving obstacles and guiding, coaching, and mentoring direct reports.
- Foster a positive and inclusive team culture, encourage collaboration and continuous learning; promote the professional development and career progression of team members, identify training needs and opportunities for growth.

- Attends Council and Committee meetings and provides advice and assistance on financial matters.
- Reports to Council on a quarterly bases with analysis of budget to actual expenditures and current financial activities.
- Coordinates Asset Management.
- Works with CAO and all Department Heads to ensure that Asset Management Plan is maintained and updated in accordance with Provincial and Federal Legislation and Regulations.
- Coordinates preparation of the Annual Budget and Capital Work Plans in consultation with the CAO and Department Heads. Provides financial analysis for budget projections based on assessment, operating expenditures, and other financial trends. Prepares tax rate scenarios for Council consideration.
- Monitors departmental budget performance and that of all departments of the Township.
- Manages the year end audit and prepares annual year end working papers and financial information for the auditor.
- Develop financial policies, internal audit controls and maintain general ledger integrity
- Administer cash flow including short-term and long-term investments.
- Manage current and capital borrowing, coordinating debt issuance and repayment schedules.
- Ensures that the municipality meets its financial reporting obligations, including financial statements, financial information return, asset management, development charges funds as well as grants and other requirements.
- Works with the CAO and HR Administrator to monitor group benefits coverage including annual renewal.
- Administration of Development Charges and co-ordination of the preparation of the Development Charge Background and Rate Study.
- Co-ordination of the preparation of the Water/Wastewater Rate Study and Financial Plan.
- Co-ordination of the preparation of the Development Fees Review Study.
- Manages the annual insurance renewal.
- Oversees financial services and documentation as part of the Municipal Emergency Control Group.
- Perform other related tasks or responsibilities as may be assigned.

EDUCATIONAL REQUIREMENTS:

Post-secondary school degree or diploma from a recognized university or college in accounting and obtained or working towards professional accounting designation (CPA, CA, CGA).

SKILLS & QUALIFICATIONS:

- Five (5) years related experience in municipal finance, accounting, or similar financial setting.
- Excellent understanding of financial systems, Excel, and other software programs.

- Working Knowledge of Municipal Act, Assessment Act and other relevant Federal or Provincial legislation or regulations affecting municipalities such as PSAB or Asset Management.
- Finance & Accounting/Tax Collection courses a definite asset.
- Municipal Finance Administration program designation an asset.
- Thorough knowledge of all applicable provincial statutes and regulations.
- Ability to understand and analyze financial information as well as convey this information to Council.
- Ability to apply legislation, regulations, and accounting principles in the municipal context.
- Ability to develop and maintain positive relationships with Council, CAO, Department Heads and Staff.
- Strong computer and good working knowledge of various software programs such as Word, Excel, Outlook, Keystone Accounting and PSD Citywide Software.
- Ability to communicate accurately and effectively both orally and in written form.
- Possess excellent public relations and customer service skills including conflict resolution.
- Possess excellent supervisory and leadership skills with ability to motivate and coach a team of professional staff.
- Ability to manage and prioritize workload, establish a course of action, and achieve specific goals.
- A valid Criminal Record Background Check to the satisfaction of the Township of Guelph/Eramosa is required.
- A valid Ontario Class G Driver's License with a Ministry of Transportation abstract in good standing required.
- Access to a vehicle daily to perform work related tasks.

EQUIPMENT, MACHINES AND TOOLS USED:

- Computer, projector, multi-line phone, voicemail system, printer, fax machine, postage machine, calculator, and photocopier.

EFFORT AND WORKING CONDITIONS:

- Flexible working hours – will require occasional evenings
- Job may involve mild exertion (i.e.: moderate walking)
- Job requires high diligence and concentration
- May be required to respond to emergency situations
- Working environment contains the usual risks or discomforts of sitting for long periods of time; no special safety precautions are required
- Required to attend occasional seminars/conferences requiring overnight accommodations
- Required to attend day meetings in locations outside of the municipality

Approved by:



By: _____
Chief Administrative Officer

On: July 18, 2022
Updated: February 2013
Updated: July 2022
Updated: April 2024