Treasurer - Job Description

Job Information

Title:	Treasurer
Department:	Finance
Immediate Supervisor:	Chief Administrative Officer
Rate of Pay:	Per Staff Salary Grid
Hours of Work:	35 Hours per Week

Job Summary

The Treasurer manages the Finance Department and is responsible for the municipality's financial affairs, including the provision of financial leadership and direction to ensure its long-term financial stability. The Treasurer is an effective team member whose contributions assist in the achievement of organizational objectives.

Organizational Status

The Finance Department manages the delivery of financial services, financial reporting, financial planning, and budgeting processes, and benefit administration.

The Department works closely with other municipal departments and provides assistance to them as required.

Essential Duties and Responsibilities

1. Review, approve, and provide consultation to the work of the Finance Department, ensuring accurate and timely completion of responsibilities.

2. Ensure the overall formulation, administration, and presentation of the annual operating and capital budget.

3. Determine Finance Department budget requirements and assist other Department Heads to complete departmental budgets in a timely manner.

4. Ensure completion of year-end working papers prior to the year-end audit. Review draft and final audited financial statements for completeness and accuracy. Ensure completion of Financial Information Return (FIR).

5. Develop, update, and recommend internal control policies and procedures as they relate to payroll, cashreceipts, accounts receivable, and accounts payable.

6. Develop, update, and recommend financial policies and procedures including those that relate to reserves, investments, and capital financing.

7. Oversee, review, and authorize payroll calculations, transfers to employee bank accounts, and payments of accounts payable invoices.

8. Oversee and provide recommendations on the Employee Benefits Plan and the Employee Family Assistance Program.

9. Manage financial reporting for WSIB.

10. Oversee the asset management plan, its updates, and related requirements.

11. Prepare and present recommendations to Council concerning financial and operational issues that require Council direction.

12. Attend and participate in Council, committee, and other meetings. Make observations, advise and respond to questions, as required.

13. Participate in CUPE contract negotiations and as required, assist with grievance and/or dispute resolution. Encourage a harmonious working relationship amongst all municipal employees.

14. Assist in achieving corporate excellence through information provision, problem solving, and teamwork.

15. Ensure compliance with various legislation including the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Workplace Safety and Insurance Act, and the Occupational Health and Safety Act.

16. Ensure the security and integrity of all records related to municipal operations, including computer systems and data.

Required Education / Work Experience

1. Minimum of a post-secondary Business Administration diploma or Bachelor of Commerce degree majoring in accounting.

2. Chartered Professional Accountant (CPA) designation will be considered an asset.

3. Minimum of five years of direct accounting, budgeting, financial administration, payroll administration, and management experience.

4. Minimum 3 years of experience in a municipal, or related, environment.

5. Experience with iCity Software will be considered an asset.

Skills and Abilities / Work Demands

1. Demonstrated strong leadership and organizational skills with the ability to manage change and direct multiple employees.

2. Excellent networking and interpersonal skills to interact with Council, committees, senior government officials, management staff, and members of the public. These skills are required to represent the municipality and maintain its prestige and image, as well as to provide direction and leadership within.

3. Excellent analytical, research, problem solving, decision making, and negotiation skills.

4. Excellent verbal, written, and formal presentation skills.

5. Excellent knowledge of Public Sector Accounting Board (PSAB) standards, Employment Standards Act, and Ontario Municipal Employees Retirement System (OMERS).

6. Ability to organize and prioritize work in order to meet deadlines.

7. Excellent skills in Microsoft Office, including its spreadsheet application.

8. Excellent computer skills with the capacity to promptly learn new computer software programs relevant to the proper management of the municipality.

9. Work Environment:

   Work in a comfortable office environment with interruptions from Council members, the public, and staff. The position requires a high level of activity with numerous year-round deadlines. There is continuous pressure to identify the needs and balance the priorities of Council, staff, and other agencies. Responsibilities associated with providing leadership on policy and procedural matters, maintaining safe working conditions and productive workforces, and presenting an ongoing positive image of the municipality, all contribute to a demanding environment.

10. Control over Work Schedule:

   a) Attend all Council and committee meetings, which may be convened outside of normal working hours.

   b) Work schedule is subject to shifting priorities of Council, and deadlines imposed by legislation or municipal policy.

   c) Travel outside of the community is occasionally required for the advancement of municipal business and/or workshops and conferences.

Other

The statements contained in this job description reflect general details necessary to describe the principal duties and responsibilities, the education and work experience, and the skills and abilities required. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned, as well as work in other departments to cover absences, provide relief, equalize peak work periods, or balance workloads.