



## JOB DESCRIPTION

### Treasurer / Director of Corporate Services

**Reports To:** Chief Administrative Officer

**Supervises:** Clerk  
Deputy-Treasurer / Financial Analyst  
Property Tax Collector  
Accounts Receivable / Revenue Clerk  
Accounts Payable / Purchasing Clerk  
Customer Service Representatives  
Information Technology Coordinator  
Deputy Clerk (indirectly)  
Records Management Clerk (indirectly)  
Crossing Guards (indirectly)

**Department:** Corporate Services

#### Position Overview:

Reporting to the Chief Administrative Officer, the Treasurer / Director of Corporate Services will be responsible for the overall operation of the Corporate Services Department. The Department includes the administration and direction of Finance, Information Technology, Clerks and Customer Service Divisions.

The incumbent will act as the Township's Chief Financial Officer (Treasurer) with responsibility for ensuring all legislative requirements and principles of sound financial management are met and will be responsible for developing strategic models based on sound financial planning for the Township. The Treasurer / Director of Corporate Services ensures Municipal compliance with all related legislation and regulations.

The Treasurer / Director of Corporate Services is a member of the Township's Senior Management Team, and as such, will be involved in setting Corporate administrative priorities and objectives to better position the Corporation to deal with emerging issues and trends.

#### A. KEY ROLES AND RESPONSIBILITIES

1. The Director shall be the Treasurer and the Chief Financial Officer for the Corporation with all duties and responsibilities as set out in the *Municipal Act*.

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2. Responsible for leading four (4) Divisions within the Department, which includes: the Clerk's Office; Finance; Information Technology; and Customer Service.
3. Develops, administers and maintains Department policies and procedures consistent with Corporate and Divisional objectives. This includes long-term planning and may involve identifying needs, managing and tendering studies, and developing supporting strategies or Department policies / processes to address identified needs or issues.
4. Assesses future staffing needs and recommends staffing complement changes and Department structure changes to the Chief Administrative Officer.
5. Monitors the performance and conducts regular performance reviews of Department Staff. Makes recommendations to the Chief Administrative Officer on the recruitment, appointment, dismissal, suspension of Department Staff when required.
6. Mentors Department Staff and develops internal / external training and educational opportunities to enhance their abilities.
7. In partnership with the Chief Administrative Officer, leads the development and preparation of the annual and long-range Budgets and financial plans / strategies.
8. Responsible for the preparation of the annual Budget and overseeing it on an on-going basis to identify and respond to areas of variance. Provides advice to the Chief Administrative Officer and Council regarding the Township's Operating & Capital Budget requirements.
9. In consultation with Department Heads and the Chief Administrative Officer, develop and update annually a ten (10) year Capital Forecast for inclusion in the annual Budget program.
10. Co-ordinates and delivers the development of internal and external reporting for financial measurement purposes, including regular internal and external reporting and the timely preparation of quarterly and year end reports and audited statements all in accordance with PSAB and GAAP requirements.
11. Provides leadership and expertise in the development of financial and fiscal management policies, including taxation and assessment, revenues and recoveries, accounts payable, accounting, budget, financial reporting, procurement, Corporate information & technology services, and, internal controls.

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12. Ensures that the Township produces appropriate and accurate financial statements as required by Legislation / Regulations and oversees the annual audit process.
13. Responsible for the prudent investment of working reserve funds, trust funds, obligatory reserve funds, etc consistent with Legislation / Regulations and/or Township Council approved policies.
14. Responsible for recommending appropriate Corporate Insurance Coverage and related risk management practices. Provides oversight to the Clerk who represents the Corporate lead in dealing with insurance claims and associated processing of documents.
15. Responsible for maintaining long-term financing and debt management and for maintaining effective and efficient banking relationships.
16. Responsible for co-ordinating and delivery of the payroll function for the Corporation, and, the administration of the Township's benefit plan.
17. Develops and oversees the Township's asset management program. Coordinates relationships with Township Departments to facilitate and secure technical information and data to support the development of the asset management program to inform the implementing financial strategy. Responsible for ensuring compliance with O. Reg. 588/17.
18. Prepares and monitors compliance with financial agreements and grant applications / agreements on behalf of the Municipality.
19. Establish an appropriate and responsive Purchasing By-law and monitors compliance by Departments.
20. Oversee the information and technology services portfolio to ensure the appropriate service level to support the Municipality and its Departments in the delivery of programs and services, inclusive of the Corporate website and social media accounts.
21. Ensure all Department record management practices conform to the applicable Record Retention By-law, the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act and any other applicable Act, by-law, policy or procedure.

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22. Participates in Council Meetings, Committee Meetings and represents the Township on a variety of events and internal / external Committees.
23. Prepares and presents Reports for Council and the Chief Administrative Officer.
24. Consults with stakeholders, the public, external agencies and organizations as part of the discharge of duties and tasks.
25. Participates as a member of the Township's Senior Management Team and as such the incumbent will be involved in setting Corporate administrative priorities and objectives to better position the Corporation to deal with emerging issues and trends.
26. Participates as a Member of the Township's Emergency Control Group in the role delegated in the Emergency Plan, and as required.
27. In the absence of the Chief Administrative Officer, acts as a media spokesperson for the Corporate Services Department.

**B. SKILLS AND QUALIFICATIONS**

1. University degree in Accounting, Business Administration, Public Administration, Commerce coupled with a relevant professional designation (CA, CPA, CGA, CMA)
2. Significant and demonstrated experience in a senior officer capacity with a minimum of 7 to 10 years of senior management experience (preferably in a Municipal environment) involved with finance, fiscal planning and Staff supervision.
3. Thorough working knowledge of the Municipal Act, Development Charges Act, Occupational Health & Safety Act, investment and debt management, property taxation, auditing principles and practices, and, other related legislation or regulations.
4. Excellent interpersonal, organizational and communication skills as interaction is with a variety of individuals both inside and outside of the Corporation. Communication with Staff, Council, government agencies, consultants and the public may involve complex and detailed exchanges and requires strong problem solving skills. A wide range of communication skills will be required to support mentoring / coaching, negotiations and presentations to address varied situations and to assist Council and the Chief Administrative Officer.

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5. Thorough working knowledge of Microsoft Office applications, and, working knowledge of the Corporation's financial system.
6. Strong organizational skills to prioritize workload and perform tasks without direct supervision.
7. Ability to handle matters of a confidential or politically sensitive nature, and, to maintain confidentiality.
8. Sound judgement, excellent analytical and decision-making skills.
9. Regularly carries out complex tasks requiring a high degree of concentration to the exclusion of other activities for a significant portion of the work day. There is a need to:
  - a) bring new approaches to existing situations,
  - b) explore and assess a wide variety of options and alternatives, and,
  - c) use complicated analytical methods. These activities are a crucial component to a successful job performance.
10. Incorrect or inappropriate recommendations and/or decisions can have a major impact on the Municipality's reputation, financial status, employee relations, safety record or administrative efficiency. Decisions often affect all Municipal operations.
11. Must be able to work after normal business hours to attend Council / Committee Meetings or when necessary to meet deadlines and/or deal with major Corporate events such as the activation of the Emergency Plan.
12. Possession of a valid Drivers' License and access to a personal motor vehicle to conduct Township business.

**C. WORKING CONDITIONS**

1. The Treasurer / Director of Corporate Services generally works in a comfortable office environment. The position requires a high level of activity and output with frequent year-round deadlines.
2. Considerable opportunity exists for stressful interaction with members of the Public who may be referred to this position by front-line Staff seeking resolution of outstanding matters.

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3. Responsibilities associated with providing leadership on policy and procedural matters, maintaining safe working conditions and a productive workforce, and, presenting an on-going positive image of the Corporation all contribute to a stressful environment.
4. Deadlines associated with Council / Committee agendas and reports, attendance at Council / Committee meetings, and, the pressure of work demands and multiple priorities from a variety of sources yield results in frequent hours employed outside of regular business hours.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of North Dumfries reserves the right to amend this position's job description any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Salary Grade: Grade K [Fulltime]

Regular Work Week: Monday to Friday, 35 hours / week

Prepared & Approved By:



Andrew McNeely,  
Chief Administrative Officer

Date:

