



Position Synopsis and Purpose
(A position overview and how it connects to the big picture)

Under the direction of the Director of Corporate Services/Chief Financial Officer, the Manager of Finance/Deputy Treasurer is responsible for the management and implementation of the work and achievements within the Finance Division under the Corporate Services department.

This position oversees the financial management of the municipality, including: accounts payable and receivable, investments, financial reporting and analysis, budgets, procurement, payroll services, revenue generation streams, and asset management. This position provides vision within the Finance Division by advising on and implementing financial strategies and modernization improvements, and providing recommendations on sound financial policies, processes, and internal controls, with an efficiency and risk-based mindset.

Additionally, this role will be responsible for fulfilling the statutory duties required of the Deputy Treasurer under the Municipal Act and assume the duties of the Treasurer in their absence, and ensure compliance with all financial regulatory requirements.



Major Responsibilities
(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Division Financial Management</p> <ul style="list-style-type: none"> • Assist in the annual preparation of the Township’s operating and capital budgets and any multi-year forecasts, including active participation in budget discussions with the Senior Leadership Team and Council. • Prepare and recommend budgets and business plans for the Finance Division. Administer and monitor the approved budget and expenditures related to the division to ensure effective and efficient use of resources and provide expenditure updates/reports to the Director when required. • Responsible for ensuring quality and integrity of accounting data, through promotion of strong financial management practices. • Oversee accounts payable and receivable functions, payroll and pension administration, and revenue generation streams, ensuring compliance with applicable legislation and Township policies, procedures, and collective agreements. • In conjunction with Director, responsible for cash management, including monitoring and projecting cash flow, and managing of investments, debt instruments and other sources of funding, while 	<p>45%</p>

Description	Approx. Time Spent (%)
<p>remaining compliant with internal policies and the Municipal Act, maximizing returns and minimizing risk.</p> <ul style="list-style-type: none"> • Manage the annual interim and year-end audit process, acting as main contact for municipal auditor and ensuring all necessary information is made available and deadlines are met. • Produce annual audit working papers, supporting documentation, and financial statements and accompanying note disclosures. • Produce financial reports and information returns, requiring varying degrees of financial analysis, in accordance with statutory and provincial requirements. • Develop, implement and ensure continuous compliance with internal financial and accounting policies, procedures, municipal by-laws, and public sector accounting standards. • Responsible for ensuring appropriate financial internal controls are designed and implemented throughout Township, and monitoring their effectiveness to ensure they operate as intended. • Identify, establish and execute best practices related to division activities with a focus on continuous improvement, efficiencies, risk minimization, and cost effectiveness. • Ensure corporation-wide compliance with the procurement policy. • Manage and resolve complex financial matters that have been escalated by staff, to ensure appropriate outcomes are met. • Provide financial support and guidance related to the Township's Asset Management Plan and related reporting. • Monitor the maintenance and accuracy of the municipal capital asset financial records, as maintained by staff, and provide guidance in assessing impact of adjustments. • Fulfill statutory duties required of the Deputy Treasurer and assume duties of Treasurer under the Municipal Act in Director absence. 	
<p>Stakeholder Support</p> <ul style="list-style-type: none"> • Collect financial information, prepare analysis, and research options to support recommendations to Council, Senior Leadership Team, and departmental management teams. • Prepare reports and by-laws, and attend Corporate Services Committee meetings to respond to submitted reports and provide advice on financial matters, in the absence of the Director. • Responsible for provision of information and advice to other departments on financial matters. Provide financial information to provincial government when required. • Ensure timely and consistent communication to stakeholders on progress, impacts, and changes regarding Finance Division matters. • Provide oversight of actual-to-budget variances with department heads and staff, answering financial questions and providing information for requests, as needed. • Guide responses and actions to public inquiries related to Township's Finance Division from various stakeholders. 	20%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Ensure compliance of department and external staff, with finance department-related policies, and ensure appropriate, clear communications are delivered to staff on finance procedures. • In conjunction with Department Directors, investigate and research grant funding programs provided by federal and provincial governments, as well as other sources of grant funding available to the Township. 	
<p>Leadership and Administration Functions</p> <ul style="list-style-type: none"> • Provide guidance and supervisory support to Corporate Services staff with financial and general administration duties. • Work with the Director to establish and prioritize overall plans, goals and objectives for the department. • In conjunction with Director, plan and coordinate the Finance Division’s work plan; assign projects and areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems. • Manage the coordination of work activities and schedules, and provides operational guidance and direction to division staff. • Manage division staff, which involves conducting performance appraisals, coaching/mentoring, succession planning, training and development and the application of discipline. • Assess staffing needs; make recommendations regarding complement amendments and organizational structure; maintain job documentation for division positions; participate in the recruitment processes; and make effective hiring recommendations. • Ensure employees work in a safe manner, utilize all required health and safety equipment and personal protective equipment, and follow all measures and practices in accordance with the OHSA, as well as division, department and corporate policies and procedures. • Review and evaluate the division’s service delivery processes in collaboration with the department with a view of streamlining/ updating practices and fostering excellent customer service. • Coordinate with other departments to align programs and services to achieve department and corporate objectives and initiatives. • Lead and/or participate on project teams, as assigned, and champion the Township’s corporate mission and values. 	25%
<p>Other</p> <ul style="list-style-type: none"> • Ensure focus is on excellence and efficiency in customer service, communication, transparency, data integrity, and workflows. • With guidance from Director, challenge current practices and modify organizational systems in anticipation of a changing environment. • Represent Township at municipal association meetings, develop relationships with community peers, and other government activities to encourage cooperative problem-solving and joint approaches to financial challenges. • Participate in corporate-wide training initiatives. • Perform other duties as assigned and/or required. 	10%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Required Training (Description of training required in order to perform the major responsibilities)

- Professional development courses on a yearly basis as required under CPA Ontario educational requirements
 - As a minimum, 4 hours of annual Ethics Training is required as well as 120 hours of professional training within a three-year period.
- Public sector accounting standards training on new standard requirements
- Changes and updates to payroll, excise tax and municipal-relevant legislation
- Attends training, workshops and seminars where appropriate and as required



Minimum Qualifications (Absolutely cannot do without)

Education (degree/diploma/certifications)

- Professional accounting designation (CPA)
- Completion of a university degree in Accounting, Business or Finance

Experience

- A minimum of five years' relevant experience
- A minimum of two years' management or supervisory experience

Knowledge/Skill/Ability

- Must have comprehensive knowledge and experience working with public sector accounting standards (PSAS), including ability to adopt new standards.
- In-depth understanding of financial processes and flows within an accounting system – such as general ledger, accounts payable, accounts receivable, payroll, revenue billing.
- Advanced computer proficiency including thorough knowledge of municipal accounting software, spreadsheets and database management, and Microsoft Office applications.
- Proven managerial/supervisory skills and the ability to communicate effectively with all levels of staff, elected officials, and the general public.
- Strong organizational skills to manage multiple assignments and meet deadlines.
- Ability to apply professional judgement in decision-making at a mature level.
- Familiarity with the Municipal Act.
- Ability to work independently and in a team, and manage multiple priorities.
- Ability to function well under pressure, pay attention to detail and respond to frequent challenging demands.
- The ability to analyze and investigate problems and make recommendations for improvements, taking into account all stakeholders.



Preferred Qualifications (The Ideal Candidate)

Education (degree/diploma/certifications) – in addition to the above

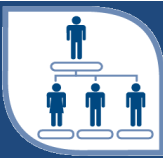
- Completion of Municipal Accounting and Finance Program offered by AMCTO.
- Completion of the Municipal Tax Administration Program (MTAP) by OMTRA.

Experience – in addition to the above

- Supervisory experience within a finance department in a municipal and/or unionized environment.

Knowledge/Skill/Ability (in addition to the above)

- Working knowledge of Municipal Property Tax legislation and HST tax legislation.
- Experience in preparation and understanding of annual municipal financial statements and Financial Information Returns.
- Working knowledge of the Development Charges Act.
- Experience in using Microsoft Dynamics Great Plains software with Diamond Municipal integration, CityWide asset management software, Questica budget reporting software
- Working knowledge of the OMERS Pension Plan administration functions



Position Classification (Where this position fits)

Position Title: Manager of Finance/ Deputy Treasurer	Reports to: Director, Corporate Services/ Chief Financial Officer
Department: Corporate Services	Position(s) Supervised Indirectly: <ul style="list-style-type: none"> • GIS & Asset Management Coordinator • Property Tax & Payroll Coordinator
Work Location: Town Hall	Hours per Week: 35
Position(s) Supervised Directly: <ul style="list-style-type: none"> • Accounting Clerk • Accounts Payable & Tax Clerk • Water & Tax Clerk 	Salary Range: Based on the 2024 Non-Union Grid \$101,242.27 - \$124,167.43

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