

TOWNSHIP OF EDWARDSBURGH CARDINAL JOB DESCRIPTION

JOB TITLE: Treasurer
REPORTS TO: Chief Administrative Officer
SALARY GRID LEVEL: 6
CLOSING DATE: May 1, 2024

Position Summary:

Fulfills statutory duties of the Treasurer in accordance with the *Municipal Act*, PSAB requirements and in accordance with council policy. Under the direction of the Chief Administrative Officer, the Treasurer will be responsible for the financial management systems of the Township, including but not limited to the general ledger, payroll, accounts payable and receivable, tax and water/sewer billings, asset management and the collection of accounts. The Treasurer manages the financial and human resources of the Treasury Department. As a member of the SMT (senior management team), the Treasurer will also be involved in corporate initiatives and policy development activities. Monitors the fiscal situation of the municipality on an on-going basis to ensure that financial reporting obligations are met and identifies funding and financing options as required.

Required Qualifications:

- Post-secondary education in related field and minimum of 5 years of previous senior level municipal experience.
- Municipal Finance & Accounting and/or Tax Collection courses a definite asset.
- A demonstrated ability to develop innovative and creative responses to complex issues using financial analysis methods.
- Thorough knowledge of financial accounting and auditing policies, principles and practices, applicable legislation/regulatory standards, investment and debt management, provincial grant processes, property taxation, budget formulation, asset management, local government functions and responsibilities.
- A strong customer service and well developed organizational and communication skills.
- Possess integrity, strong interpersonal skills and the ability to foster positive internal and external working relationships.
- Ability to develop the skill sets of key staff.
- Possess strong analytical skills, report writing and working knowledge of automated-electronic financial, accounting systems, data management, and payroll.
- Strong leadership ability.

- Demonstrated knowledge of Municipal Act, Assessment Act and other relevant federal or provincial legislation or regulations affecting municipalities such as PSAB or asset management
- Budget preparation, analytical thinking, tracking and management skills.
- CPA designation or ability to acquire the designation within a specified time frame

Position Description:

- Member of the senior management team which meets on a regular basis to discuss and share information on day-to-day operations and long-range planning including asset management
- Manages all financial and accounting activities and provides training and guidance to treasury staff.
- Ensures that the financial related functions are operating in accordance with policies and procedures as adopted by the municipality.
- Manages finance staff resources, assesses training and other professional development needs, conducts performance reviews with direct reports, recommends hiring and administers discipline, as required.
- Attends committee and council meetings, providing written reports and recommendations as required
- Preparation of staff reports relating to financial matters and recommends new or revised policies for the financial management of the municipality.
- Oversees the preparation and on-time submission of financial statements, tax returns, financial reports and information required by the Township's auditors.
- Reports to the CAO in an advisory capacity as it relates to Treasury, and related matters.
- Coordinates the preparation, tracking and management of the annual operating and capital budgets.
- Coordinates financial record keeping, reporting, monitoring and prepares regular reports on the Township's revenues and expenses (i.e., balance sheet management), including the identification and reporting of budget variances with recommendations to department managers, CAO and Council on adjustments quarterly. Ensures financial reports are provided quarterly. Also ensures completion of the F.I.R. and ensures appropriate internal controls are in place to secure the municipal assets.
- Responsible for the Township's Asset Management Plan to ensure it remains current and fully supported by a financial strategy. Coordinates and oversees payroll, payment of municipal accounts, tenders, etc
- Coordinates needs forecasts for immediate and long-range budgeting and planning, including but not limited to reserve funding, cash flow management, management of investments and optimization of credit lines, risk management/insurance and banking relations.
- Provides functional support, advice and guidance on finance and accounting procedures to all staff.
- Manages financial projects and studies as assigned.

- Implements all financial policies and by-laws approved by Council.
- Establishes operating procedures, work methods and standards for all financial matters.
- Performs all statutory duties of the Treasurer.
- Acts as municipal representative at all ARB appeals and MPAC Request for reconsiderations
- Monitors the property tax assessment base for accuracy, approves write-offs up to an assessed value of \$500,000
- Works with Finance Assistant to ensure tax billings and other invoicing such as utilities and drainage assessments as well as the collection procedures are carried out in accordance with legislative requirements
- Oversees tax sales and other collections in accordance with legislative requirements.
- Co-ordinates the preparation and completion of grant applications. Prepares and submits all financial reporting required to obtain grant funding.
- Responds to inquiries from the public, consultants, lawyers, realtors and external agencies
- Supervises and directs all staff in the Treasury Department.
- Co-ordinates all investment transactions for the Township and Port of Johnstown
- Participates in contract negotiations and assists CAO in developing recommendations to Council regarding employee salaries, wages, benefits and working conditions.
- Performs other duties as assigned by the CAO that are associated with the primary responsibilities of the position

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent to this classification.

We will be conducting interviews on a rolling basis. Please submit your application as soon as possible.

Please send resume and cover letter to Sean Nicholson @ snicholson@twpec.ca.