

TOWNSHIP OF RIDEAU LAKES JOB DESCRIPTION

JOB TITLE: MANAGER OF FINANCE (TREASURER)

DEPARTMENT: TREASURY DEPARTMENT

DIRECTLY RESPONSIBLE TO: CHIEF ADMINISTRATIVE OFFICER

INDIRECTLY RESPONSIBLE TO: COUNCIL

MAIN PURPOSE

Responsible for the overall management of the Municipality's financial affairs and provides critical financial leadership to Council and the Corporation to ensure long-term financial sustainability.

Provides leadership on budgeting, financial accounting, long-term and strategic financial planning, property taxation, payroll, investments and debt, and financial reporting.

The position reports directly to the Chief Administrative Officer and is a member of the senior management team, and the Department Head for Treasury.

Required to fulfil the statutory requirements of Treasurer as established by the *Municipal Act*, other relevant provincial legislation, and applicable by-laws.

Ensures efficient and effective processes, appropriate risk management strategies, and necessary internal controls are in place to ensure the sound fiscal operations of the Corporation.

KEY RESPONSIBILITIES

AS DEPARTMENT HEAD

1. Attend and participate in Management, Council and Committee meetings as required, and provide a high degree of leadership.
2. Coordinate and administer the Treasury Department of the Municipality in accordance with the by-laws, policies, and plans established and approved by Council.
3. Ensure proper and effective staffing through recruitment and selection, learning and development processes, performance management, as well as provide direct supervision, mentoring, and coaching.

4. Prepare and compile annual departmental estimates of revenues and expenditures for the Treasury Department.
5. Develop long- and short-term goals, objectives, and plans for the Treasury Department.
6. Prepare and administer all necessary procurement of goods and services to address departmental needs as approved under the annual budget.
7. In consultation with the Clerk, ensure all required insurance coverage is in place for the Treasury Department.
8. Ensure all departmental 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.

AS TREASURER

9. Carry out the statutory duties of the Treasurer under the *Municipal Act*, the *Development Charges Act*, the *Planning Act*, and any other applicable legislation on behalf of the Corporation.
10. Coordinate and administer the financial affairs of the municipality in accordance with the by-laws, policies, and plans established and approved by Council.
11. Ensure Council is supplied with all financial information necessary to meet its fiduciary obligations.
12. Provide Council with necessary data, information, analysis, reports and recommendations regarding the fiscal stewardship and financial condition of the Corporation.
13. Exercise dutiful, diligent, and compliant financial control over all corporate fiscal operations.
14. Provide information, analysis, leadership, and training which enhances the financial literacy of the organization, Council members, staff, and the public.
15. Actively monitor changes to applicable statutes and sector-best practices, and prepare and update, for Council's approval, necessary by-laws, policies, and procedures pertaining to the Treasury Department and the Corporation's fiscal operations.

16. Establish and maintain systems and records for accurately recording all financial transactions to reflect the financial situation of the Municipality to ensure the correctness of all data.
17. Manage the day-to-day operation of the Treasury Department and provide strong leadership and execution in the areas of general accounting, financial analysis, budgeting, financial reporting, municipal property taxation, asset management, reserve and reserve fund management, borrowing and credit management and optimization.
18. Coordinate the preparation of departmental estimates and compile an annual budget or multi-year budget for the presentation to Council.
19. Prepare plans and programs for the development and enhancement of treasury services.
20. Develop and present to the Chief Administrative Officer recommendations arising from treasury operations which require the approval of Council; and propose legislation, by-laws, or resolutions arising, and implement such recommendations.
21. Develop and present to the Chief Administrative Officer reports and information regarding progress and accomplishments of programs and projects, the status of current operations in relation to the approved budget and long-term plan, and other matters dealing with the management of the treasury function.
22. Monitor actual expenditure/revenues and provide regular and timely variance reports to the Chief Administrative Officer and Department Heads.
23. Provide a minimum of quarterly variance reports and budget projections/forecasts to Council, with explanations and supporting documentation on notable variances and/or projected deficits or surpluses.
24. Establish and maintain necessary by-laws, operating procedures, guidelines, and standardized documents for the procurement of goods and services including calls for tenders and RFPs, purchase requisition, spending limits, and cooperative/joint purchasing.
25. Ensure the collection of all revenues due to the Municipality in a prompt and efficient manner.
26. Actively manage the Municipality's debt portfolio. Issue debentures and arrange financing as required and approved by Council and in accordance with the *Municipal Act* and prescribed regulations.

27. Oversee the processing and payment of all accounts of the Corporation in accordance with policies and procedures approved by Council.
28. Responsible for, with the assistance of the Payroll Clerk, all aspects of payroll, including reviewing/approving payroll transfers to employee bank accounts and ensuring deduction and reporting requirements are met.
29. Ensure all Canada Revenue Agency obligations of the Corporation are met.
30. Act as a signing authority, in the capacity of the Treasurer, in accordance with the responsibilities outlined in the *Municipal Act* and as delegated by Council.
31. Develop and maintain the Municipality's Asset Management Plan, Financial Sustainability Plan, and any other plans as required or approved by Council.
32. Analyze and maintain appropriate corporate cash flow requirements, investigate investment options, invest excess cash, and report status to Council.
33. Maintain an awareness of available and applicable grants, subsidies and transfers; and ensure applications are made when appropriate and comply with reporting requirements.
34. Prepare audit files and working papers for external auditors, co-ordinate an annual audit, and ensure the audited financial statements are delivered by the auditor to Council in a timely manner.
35. Ensure that the annual reporting requirements such as the audited financial statements and financial information return (FIR) are completed in a timely manner.
36. Manage all aspects of municipal property taxation and collection, payments in lieu, transfers, assessment, arrears, tax write-offs, and tax sales, while ensuring compliance with all relevant provincial regulations.
37. Oversee day-to-day taxation operations including billing, account adjustments, tax collection, and tax roll maintenance.
38. Develop processes and procedures related to taxation while ensuring sound internal controls.
39. Support protection and enhancement of the assessment base; and

monitor and address material assessment appeals, assessment growth, supplementary taxation, and tax incentive/deferral programs.

GENERAL

40. Ensure a high level of transparency and accountability while respecting and adhering to confidentiality requirements under the *Municipal Freedom of Information and Protection of Privacy Act*, and any relevant policies and procedures of the Municipality.
41. Exercise duties as a member of the Emergency Operations Control Group in the role delegated and required.
42. Protect own health and safety and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant training regarding occupational health and safety. Follow all requirements and guidelines for employees and employers as legislated under the *Occupational Health and Safety Act*.
43. Discharge other duties and responsibilities as assigned by the Chief Administrative Officer.

EDUCATION AND EXPERIENCE

A university degree in Commerce, Accounting, Business Administration, or a related field is highly preferred.

Professional designation of CPA, CMA, CGA or CA is highly preferred.

Demonstrated five to seven years of municipal or other public sector financial management experience in an advanced and progressive capacity.

Demonstrated three to five years of departmental and personnel management experience with strong leadership ability, combined with excellent interpersonal, oral and written communication, and presentation skills.

Thorough knowledge of financial, accounting, auditing, public sector accounting, and procurement principles and practices, applicable legislation/regulatory standards, asset management, investment and debt management, long-range planning, provincial grant processes, property taxation, budgets, and local government functions and responsibilities.

Proven ability to define and solve complex financial and business problems requiring quantitative, qualitative, and process analysis to assist in the management of financial information to the Chief Administrative Officer, Department Heads, and Council.

Proven ability to establish effective working relationships with other employees, elected officials, and the general public.

WORKING RELATIONSHIPS

INTERNAL: Chief Administrative Officer, Clerk, Deputy Treasurer, Management Team, Staff, and Council.

EXTERNAL: Government Officials, Auditor, Public.

WORKING CONDITIONS

See policy manual.