



JOB DESCRIPTION

POSITION TITLE Treasurer

DEPARTMENT: Finance Department

DIRECTLY RESPONSIBLE TO: Chief Administration Officer/Clerk (CAO)

INDIRECTLY RESPONSIBLE TO: Council

GENERAL

Reporting to the Chief Administrative Officer/Clerk, the Treasurer is responsible for the management of the corporate financial services of the Township of Lanark Highlands. The Treasurer will:

- Be responsible for the general accounting requirements of the Corporation and manage and co-ordinate the responsibilities of the Finance Department.
- Provide professional opinions, advice and guidance to the CAO and Council regarding revenue optimization, control of expenditures, purchasing guidelines, investments, short and long term financing, insurance coverage and asset management.
- Provide support to the CAO in the administration of the collective agreement and human resource management.
- Deliver timely and reliable financial information and innovative strategies to ensure the management and delivery of services in order to achieve the Township's strategic priorities.

KEY RESPONSIBILITIES

- Performs the statutory duties of Treasurer as prescribed under the Municipal Act, 2001.
- Maintains the integrity and accuracy of the financial system and ensures that financial transactions are recorded in an appropriate manner and assigned to the proper accounts. Ensures that the financial software is functioning properly and internal controls are in place to protect the Township's financial assets.
- Responsible for the calculation and collection of the Township's sources of revenue, including taxes levied, provincial grants, subsidies and other revenue. Liaisons with MPAC to ensure the accuracy of the assessment roll. Investigates and researches grant funding programs or other sources of revenue where appropriate. Prepares grant applications/proposals and administers successful grant approvals.

- Responsible for verification of the legitimacy and the authorization of payment of supplier invoices and contractual obligations. Ensures that the provisions of the Township's procurement policy are followed by department managers when acquiring goods or services.
- Responsible, under the general direction of CAO, for human resource functions and services including employee and labour relations, health and safety, recruitments, pension and benefits, salary administration and accessibility. Assists the CAO in responding to complaints and grievances and acts as a resource person for the Township's collective bargaining committee.
- Responsible for the payroll of all Township employees and maintains all employee personnel files. Ensures that the terms of the collective agreement and the human resources policies are applied appropriately to the salary, benefits and entitlements of all employees. Assures compliance with the various regulations and reporting requirements pertaining to employees. Monitors and advises council on changing trends in employee benefits and negotiates appropriate changes with the carriers.
- Monitors the Township's revenues and expenditures and budget balances. Provides timely budget status reports to the CAO and Council and explains the reason or justification for budget variances. Reconciles asset and liability accounts on a regular basis to confirm the validity of the balances. Recommends to the CAO and Council the appropriate amount of reserves to be held for future acquisitions. Keeps abreast of legislation and regulations and evaluates the financial impact of changes on the Township.
- Recommends the timing and nature of financing to meet the Municipality's long-term debt financing requirements. Arranges short-term borrowing as required and invests idle funds when available under the general direction of CAO.
- Oversees development of the annual Township budget and provides advice and direction to department managers as necessary. Assembles preliminary budget for review by the CAO and presentation to Council. Updates preliminary budget per Council direction and publishes adopted annual budget. Calculates necessary taxation rates and prepares by-law for Council approval.
- Responsible for the year end process including the preparation of the financial statements ready for audit. Ensures that the preparation and submission of mandatory reports including the Financial Information Return (FIR) are in accordance with the requirements.
- Administers the Township's property and liability insurance policies to ensure the Township assets, employees, volunteers and council members are properly protected. Processes claims and advises the CAO and Council on necessary or advisable changes to coverage.
- Responsible for development and updating the Township's Asset Management Plan and advises Council on the financial strategy necessary for implementation.
- Participates in strategic planning, supports the strategic directions and policies of the Municipality and ensures uniformity in the creation and implementation of municipal wide policies, procedures and best practises through participation and involvement in the senior management team to improve the effectiveness and efficiency of the department and Municipality.
- Manages assigned staff resources, assesses training and other professional development needs, conducts performance reviews with staff including the establishment of goals and assisting employees in achievement of goals, recommends hiring and administers discipline, as required.

- Ensures that inquiries and complaints regarding financial department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy enhancing customer service and sound public relations for the Municipality.
- Assists and provides financial services to other service groups and associations including but not limited to the Youth Centre, museums, community halls and library.
- Assists with lottery licenses application and ensures adherence to regulatory requirements.
- Attends and participates in Council, committee and other meetings, as required.
- Performs such other duties as assigned by the CAO or Council and may be required to be acting CAO in the absence of the CAO.

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 in this classification.

Qualifications

Education and Training

- Post-secondary education in Business Administration, Accounting, Commerce, or a related discipline.
- Formal education and training must be sufficient to acquire a sound knowledge of accounting practices and financial legislation and practices required to fulfill the responsibilities of a Treasurer.

Experience

- Minimum 5 years of experience in financial or treasury position
- Minimum 3 years of experience in a management position

Knowledge

- Extensive knowledge of accounting and financial controls
- Knowledge of long-term financial strategy and business case analysis
- Knowledge of investment funds
- Knowledge of provincial legislation impacting on municipal financial affairs.
- Knowledge of records management procedures and processes.
- Working knowledge of Microsoft Word, Excel, PowerPoint, email and internet.

Skills and Abilities

- Ability to develop departmental plans, budgets, training plans, asset management plans, work plans and strategic plans.
- Ability to develop long-term financial strategy and perform business case analysis
- Strong management skills, decision-making skills
- Ability to develop and maintain a working environment which promotes positive morale and teamwork.
- Excellent research, analytical, problem-solving and policy development skills.
- Strong communication skills (written, verbal, and interpersonal), including presentation, report-writing and public relations.
- Ability to provide advice and information to senior municipal officials such as the CAO and Council.
- Ability to develop by-laws, operational policies and standards appropriate for financial services.

Personal suitability

- Strong decision-maker
- Team builder
- Judgement
- Initiative

Asset Qualifications (Not Mandatory)

- Master's degree in Public or Business Administration or Commerce
- Professional accounting designation (Chartered Professional Accountant) in good standing; consideration will be given to those currently in progress or legacy Chartered Accountant, Certified Management Accountant or Certified General Accountant
- Certification in Municipal Accounting & Finance Program (MAFP), Municipal Tax Administration Program (MTAP) or equivalent financial experience in a municipal environment
- Diploma in Municipal Administration, Certified Municipal Officer or Executive Diploma in Municipal Management, AMCTO Municipal Clerk's Institute (AMCI) level 1 or level 2 or equivalent municipal experience
- Knowledge of municipal finance
- Knowledge of local government operations including public works, fire services, waste management, recreation and emergency services
- 5+ years financial experience in a public or private-sector
- Certification in Employment Law, Human Resources or equivalent experience (E.g. CHRP Certified Human Resource Professional, CHRL Certified Human Resource Leader, CHRE Certified Human Resource Executive)
- Experience managing employees