

Reports to:	CAO Clerk
Pay Method	Salaried Position
Supervises	Direct – Deputy Treasurer Indirect – Accounting/Payroll Clerk
Group Benefits	Yes
Overtime	Not Eligible However, the employee receives one additional week vacation in lieu of anticipated workload and attendance at council meetings.
On Call	No

The Treasurer/Deputy Tax Collector leads the Finance Department and performs all related legislative duties. As Department Head, the Treasurer/Deputy Tax Collector is responsible for the fulfillment of all departmental responsibilities, supervision of staff and maintenance of budget. Working as part of the Management Team, the Treasurer/Deputy Tax Collector works closely with the CAO Clerk to ensure service delivery and general government operations are carried out in a cost efficient, effective and customer friendly fashion while meeting all statutory obligations. The Treasurer/Deputy Tax Collector also coordinates municipal telecommunications and computer needs in conjunction with the CAO Clerk.

ROLES AND RESPONSIBILITIES

Departmental management

- Exercises general discretion over the Finance Department;
 - Plans, organizes and controls departmental activities including departmental budget management, supervision of staff, establishment of procedures to implement policies or directives of Council;
- Acts as Administrative Officer and provides recommendations for policy revisions to improve efficiency and effectiveness of departmental services;
- Supervises, including providing guidance on work assignments, performance feedback/evaluation, identification of professional development needs and support for related training, and departmental leadership, the positions of:
 - Deputy Treasurer/Tax Collector

- Accounting/Payroll Clerk
- Administrative Assistant – Corporate Services for clerical support as needed.

Financial Management

- Implements and manages financial “best practices” throughout the municipal corporation, including the use of financial and professional accounting policies/procedures in line with General Accounting Principles, PSAB, internal financial audits, operational and efficiency reviews, expenditures and revenue monitoring, procedures and control; cash management and short/long term investment, debt financing and debt load oversight; meeting all statutory requirements related to financial reporting, bookkeeping, statements and notices; and providing all financial information and communications as required;
- Develops and maintains the Township’s asset management plan;
- Administers the annual municipal operating and capital budget, and the department budget process; maintains general financial control of all departments; capital planning and forecasting expenditures and project funding including exploring applicable funding/grant opportunities;
- Administers taxes, water, sewer and other financial billing, levy and collections including tax sales. Calculates and recommends to Council the annual tax rate resulting from the budget process;
- Takes responsibility for and monitors all purchasing/tender procedures and accounts payable and presents for Council approval;
- Oversees and directs in response to the Development Charge Act, including the Development Charges By-law (if adopted), coordinating background reports, development of by-laws, development deposits and securities, development charges, public meetings as required under the Act and the associated statutory procedures;
- Administers the comprehensive insurance program including maintaining and updating the fleet and property inventory;
- Liaises with other senior governments, financial institutions, community groups, committees and agencies; is aware of and seeks appropriate senior government funding sources;
- Coordinates and manages municipal telecommunications and computer requirements including purchasing and contracts for services in consultation with the CAO Clerk.

Advice and information

- Provides advice to Council and Chief Administrative Officer on departmental matters'
- Assists the CAO Clerk in advising council on the feasibility, desirability and cost of proposed programs and services, policies and by-laws; ensures, when possible, that Council is provided with options on proposals to facilitate good quality policy decision-making;
- Maintains a liaison with the media, other municipal administrations, local boards and utilities, government ministries, community groups and organizations to ensure good public relations for the office and the municipality.

Related activities:

- Actively participates as a member of the Senior Management Team;
- Acts the capacity of the Tax Collector in the absence of the Tax Collector and performs all duties of the Tax Collector when acting in the capacity thereof;
- Adheres to a high standard of ethical behaviour and demonstrates understanding that their personal actions impact the public's perception of the municipality.

Spending, Budgets & Internal Control

- Writes or co-signs significant reports and recommendations including annual budget in cooperation with the CAO/Clerk;
- Works closely with CAO/Clerk on the exercise of financial control of other Departments such as purchasing policy and accounting for assets;
- Works collaboratively with Council and senior management to address current and future financial realities and opportunities and develops plans and contingencies to secure the Municipality's financial accountability and sustainability.

Other

- Performs other duties and responsibilities as assigned by the Council and/or as may be required by law;
- Attendance at conferences and workshops to keep current with legislation and best practices.

EDUCATION, SKILLS and EXPERIENCE

1. Formal Education and Training

Diploma, Degree to Certificate

University degree or equivalent in Accounting/Finance, Business or Public Administration

Certified Accountant/Certified Management Accountant or Certified General Accountant designation

Professional designation/Certification

CMO or MFO designation desirable

Licenses

Valid Ontario Class "G" Drivers' License in good standing.

2. Work Experience

Five (5) Plus years related municipal experience with three (3) in a supervisory capacity an asset

Thorough knowledge of financial legislative requirements

Excellent management skills

3. Decision Making Authority and Judgment Skills

Exercises substantial discretion in carrying out day to day activities

The Treasurer/Deputy Tax Collector is responsible for the day to day operations in the Finance Department and financial oversight of all departments to ensure operations are within approved budgets, and in keeping with purchasing policies.

Presents options for CAO and/or Council consideration regarding financial matters.

Oversees municipal monetary investments

4. Problem Solving Skills

Analyzes financial data, recognizing problems and issues

Assists in the development of policies and procedures

Must fulfill complex legislative/regulatory requirements

Must fulfill complex tax calculations using computer programs

CORE COMPETENCIES

1. Interpersonal and Communication Skills

Strong leadership skills combined with integrity, system thinking and a problem-solving approach; strong analytical skills

Excellent interpersonal, oral and written communication skills

2. Leadership Skills

Strong Work ethic

Promotes a Team Player Attitude

Empowers others

Mentors members of team and others

Manages performance, talent & succession

Builds & sustains relationships

Demonstrates Integrity

Excellence & accountability

Makes decisions using professional judgement

Organizes
Plans
Innovates

PHYSICAL DEMANDS and WORKING CONDITIONS

Stress is a factor, particularly at budget time, with high level of responsibility and financial authority.

Opportunity to perform some work remotely, work is performed in a standard office setting and requires extensive computer work, concentration and sitting. Accuracy and attention to detail, while experiencing interruptions is critical to work. Required to attend meetings at other locations on occasion.

Works with a full range of office equipment including computer.

Overtime may be required during preparation of annual budget and attendance at council meetings.

HOURS OF WORK

Regular weekly hours of work are 37.5. Typical daily hours are 8:00 a.m. to 4:00 p.m.

An additional one week's vacation is granted as compensation for the employee attending council meetings and in lieu of additional work.

CONTACTS

Maintains a diverse range of contacts within the municipality and the municipal sector (i.e. County Officials, neighbouring municipalities) and with federal/provincial agencies.

Internal: All Admin. Staff
Council (weekly)
Department Heads (daily)

External: Members of the public (daily)
Other municipalities (weekly)
Government agencies (monthly)
Professional services (occasionally)

Public Relations: Communication with members of the public (i.e.: general inquiries, public meetings, educational sessions, monitoring communications, etc.).

REVIEW/APPROVAL

Current Incumbent(s):		Date:
CAO/Clerk:		Date:

