

The Township of Alnwick/Haldimand – Job Description

Job Title: Municipal Treasurer

Reports to: Chief Administrative Officer

Main Purpose

The purpose of the position is to perform the statutory duties of the Municipal Treasurer as the Chief Financial Officer, with responsibility for the overseeing of all monetary activities of the municipality, ensuring sound accounting principles in providing, collecting and managing funds and accounts and providing qualified and knowledgeable advice to the Council and Municipal Staff.

Duties and Responsibilities

1. Municipal Treasurer

- Executes all tasks of the Municipal Treasurer as defined in the *Municipal Act* or relevant legislation;
- Coordinates and prepares the annual operating and capital budget of the municipality in cooperation with municipal department heads and present the proposed budget to the Chief Administrative Officer, then, in turn, to the Municipal Council for approval;
- Ensures that budgetary controls are in place and must provide monthly financial reports outlining “budget versus actual” in respect to all accounts and explain any variances to Municipal Council and Department Heads;
- Advises Municipal Department Heads, on a monthly basis, regarding their departmental budget;
- Defines, implements and maintains sound fiscal management by the use of sound accounting practices and in accordance with required controls;
- Prepares Municipal financial, borrowing and debenture by-laws for Council approval;
- Completes the monthly bank reconciliations in concert with the general ledger;
- Acts as resource person concerning grants, subsidies and available financial programs that would benefit the municipality (propose grant applications, and oversee submission and on-going claims reporting);
- Ensures the validity of Interim or Year-end verification with the Auditor in providing the financial reporting documentation preparatory to the submission of the annual Financial Information Return (FIR) and annual financial statements of the municipality to the Ministry of Municipal Affairs;
- Act as Public Liaison for information or interpretation of municipal by-laws and policies relating to finance;
- Responsible for the operation of the financial components of the computer system;
- Responsible for the accurate recording of all monies received and disbursed, of assets and liabilities, revenues and expenses and all other accounting and financial transactions of the Township in accordance with generally accepted accounting principles for municipalities in Ontario;

- Monitors cash flow to ensure sufficient funds are available to meet the Township's financial obligations. Reports any concerns and recommends corrective actions to the Chief Administrative Officer. Researches and recommends for Chief Administrative Officer approval investing of surplus funds in accordance with policy;
- Reports to Council on a monthly basis outlining the current financial activities. Provides Council with an analysis of budget to actual expenditures on a quarterly basis. Provides advice and assistance on financial matters. Attends Council meetings as required;
- Ensures that the municipality meets its financial reporting obligations, including financial statements, financial information return, asset management, development charge funds, grants and/or other requirements. Ensures that reports are provided to Chief Administrative Officer, and/or Council and publicly posted as may be required;
- Executes all decisions and policies of Council which are related to finances.

2. Managerial

- Authorizes purchases and payment of accounts for the Treasury Department;
- Develops and/or reviews, implements and evaluates the efficiency and effectiveness of Treasury Department policies and procedures;
- Supervises Treasury Department staff, including the assigning and monitoring of work activities, training and development;
- Reviews Treasury Department staff performances on an annual basis in report form;
- Recommends salary step increases, approves and monitors vacations, and schedules and monitors department workload for the Treasury Department;
- Assesses and make recommendations relating to complement of employees in the Treasury Department, when requested, and participates in hiring procedures for the Treasury Department according to the Human Resources policy;
- Trains new Treasury employees in addressing and understanding the financial components of the Municipality;
- Fosters a commitment to excellence in teamwork and customer service.

Formal Education Qualifications Required

- Possesses a post-secondary education, Bachelors Degree (preferred) or College Diploma, in Accounting, Finance, or similar related field of study;
- Chartered Professional Accountant (CPA) designation from Chartered Professional Accountants of Ontario is preferred;
- CMO (Certified Municipal Officer) designation is a definite asset.
- CMRP (Certified Municipal Revenue Professional) designation is a definite asset.

Municipal Experience

- Minimum seven (7) years' Accounting experience, preferably in a municipal setting, with five (3) years' experience in a supervisory role.

Necessary Knowledge, Skills, and Abilities

- Advanced computer skills including a thorough knowledge of accounting software (Keystone Software) and spreadsheet and data base management are considered to be assets;
- Possesses a good working knowledge of legislation, regulations, policies and procedures that impact municipal financial operations, including, but not limited to, a working knowledge of Ontario FIR reporting and the Ontario *Municipal Act*;
- Demonstrates superior leadership, communication, analytical, organizational and time management capabilities. Must utilize sound judgment and have the flexibility and talent to work with Council, staff, and members of the general public;
- Ability to read, analyze and interpret financial reports;
- Must have excellent public relations and interpersonal skills;
- Ability to write/prepare financial reports and budgets, as well as the ability to effectively present them to Council, Department Heads, and the general public.

Working Conditions and Physical Requirements

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers, and various pieces of office equipment;
- The noise level in the work environment is usually quiet to moderate;
- Likelihood of long work weeks during budget, year-end closing of accounts, audit and tax periods;
- Statutory deadlines must be met and statutory procedures followed scrupulously;
- Constant attention to detail required; substantial work time involved in utilizing the computer system;
- The work period is Monday to Friday, (9:00 a.m. to 4:30 p.m.). Thirty-five (35) hour employment work week;
- May be required to work after hours to perform the tasks and responsibilities of the position of Municipal Treasurer. Willing to attend relevant courses to upgrade knowledge.

Other

The statements contained in this job description reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the work load.