

TOWNSHIP OF NORTH HURON

POSITION PROFILE

Position Title **DIRECTOR OF FINANCE/TREASURER**

Report to Title **CHIEF ADMINISTRATIVE OFFICER (CAO)**

Revised: July 2021

Pay Range:	Band 10
Position Status:	Full time employee
Pay Method:	Salary
Normal Work Week:	37.5 hours
Overtime paid	No (Management)
Location:	Municipal Office

A. POSITION DESCRIPTION

1. Scope of Position

The Director of Finance/Treasurer is responsible for the accounting and treasury functions of the Township of North Huron in accordance with budgets, objectives, policies and programs approved by Council and all applicable by-laws and Ontario regulations.

Acts as Chief Financial Officer of the Township and head of Finance Department.

Directly supervises Deputy Treasurer and Treasury Assistant(s).

The Director of Finance/Treasurer reports to the Chief Administrative Officer (CAO).

2. Key Responsibilities

- (a) To work with the management team to ensure the efficient, economical and effective organization and administration of all departments, boards, and committees as determined by the by-laws of the Township and the direction of Council. To work with the management team to coordinate the development and implementation of policies, procedures and systems to facilitate the workflow and communications between departments.
- (b) To perform the statutory duties of the Treasurer under the provisions of the Municipal Act and other related statutes. Undertakes all duties prescribed under the Municipal Tax Sales Act.
- (c) To assist the CAO with the financial aspects of the Township's short and long range operating plans and strategies.

- (d) To implement the financial aspects of the policies and programs of Council efficiently and effectively. To ensure compliance with all relevant statutory and regulatory requirements.
- (e) To maintain and monitor the Tangible Capital Assets (TCA) recording and reporting system, ensuring accuracy of all asset information in compliance with the Township's TCA policy, Public Sector Accounting Board (PSAB) standards and the Municipal Act and to update and implement the Township's Capital Asset Management Plan.
- (f) To prepare, present to Council and monitor the annual operating, capital and reserve fund budgets for all Township entities.
- (g) To prepare annual financial statements, Financial Information Return (FIR) and associated annual reports.
- (h) To maintain the necessary accounting records of the Township and properly record all financial transactions. To oversee the proper funding of all computerized financial and management information systems.
- (i) To supervise the performance of the Deputy Treasurer and Treasury Assistant(s). To participate in the hiring, working assignments, performance reviews, training and discipline, as necessary for the Finance Department.
- (j) To attend and participate in all Council, Committee and Board meetings, as required.
- (k) To advise the CAO on the financial policies and affairs of the Township so that the CAO can properly fulfill their responsibility to make appropriate recommendations to Council for the future progress of the Township. To participate in inter-departmental and inter-government projects as requested by the CAO.
- (l) To develop, implement and maintain appropriate financial and operational controls, policies and procedures to safeguard all the monetary and physical assets of the Township. To monitor compliance with these systems, particularly in regards to budget appropriations, purchasing, personnel and general accepted accounting principles. This may include educating staff and Council in their roles in these systems.
- (m) To develop, implement and maintain proper internal and external financial reports and analysis that ensures management, Council, committees, other municipal entities and the province and federal government are aware, as appropriate, in a timely fashion, of the financial affairs of the Township. This may include educating report users on various financial issuers not properly understood.
- (n) To prepare all financial by-laws for approval by Council.
- (o) To ensure the Township maximizes all provincial and federal grants including preparation and coordination of grant applications for Township initiatives.
- (p) To perform all treasury functions of the Township including:

- developing, implementing and maintaining proper control and procedures to safeguard the cash reserves of the Township;
 - banking arrangements;
 - investment management;
 - asset management
 - financing (debt) management
- (o) To take telephone inquiries from the public concerning the financial affairs of the Township, in particular questions about tax billings. To respond to the public promptly and professionally.
- (p) To oversee all the accounting functions of the Township including:
- tax billings, tax write-offs, collections and receivables
 - expenses, cash disbursements and payables
 - payroll processing, benefits and OMERS administration
 - required remittances under the employee group benefit plan
 - required remittances under the OMERS plan
 - financial reporting
 - annual audit
- (q) To develop, implement and maintain appropriate insurance and bonding for all Township activities.
- (r) To co-operate with the Municipal auditor to ensure the annual audited financial statements are prepared as efficiently, economically and effectively as possible.
- (s) To perform other duties as may be assigned by the CAO.

3. Key Relationships

Internal

Council members: interaction as arranged with CAO.

CAO: daily interaction regarding affairs of Township.

Other Department Heads: interaction regarding inter-department activities and as part of the Senior Management Team.

Deputy Treasurer: daily interaction regarding operations of Finance Department.

Treasury Assistant: daily interaction regarding operations of Finance Department

External

Township Auditor: as appropriate.

Public: frequent interaction responding to questions about the financial affairs of the Township.

Good interpersonal and communication skills are essential to perform this position competently.

4. Decision Making Authority

The Director of Finance/Treasurer is the chief financial officer of the Township. The Director of Finance/Treasurer makes many decisions on their own within the framework of Township policies and procedures as determined by the by-laws of the Township and the direction of Council. Some decisions will require approval of the CAO and Council.

The Director of Finance/Treasurer is expected to make recommendations to the CAO for improving the efficiency and effectiveness of their duties.

This position is involved in the development of policies and procedures.

Judgement is required:

- to prioritize the many tasks in process at any time to ensure deadlines are met
- to interpret applicable laws, policies and procedures
- to provide advice to the CAO
- to record various financial transactions properly
- to deal with members of the public.

5. Problem Solving Responsibility

The Director of Finance/Treasurer operates within a well-defined accounting and legal framework. However, problems usually require research to solve.

B. POSITION SPECIFICATIONS

To perform the Director of Finance/Treasurer's position competently, an individual must possess and agree to constantly update appropriate knowledge of municipal and related statutes, municipal finance and accounting requirements and all those skills listed below under "3". Other Skills". This will involve taking seminars, courses and reading current publications.

The formal education & training work experience and other key skills of an individual must be evaluated simultaneously. For example a person may not possess the minimum designation but have compensating work experience.

1. Formal Education and Training

Professional Designation preferred: CPA or progression towards designation

University Degree in Accounting, Business Administration, Commerce or related discipline

Municipal Accounting and Finance Program (MAFP) Certificate is an asset

Municipal Designation preferred: AMCT

Advanced knowledge of Microsoft Office suite, especially Excel

Working knowledge of Keystone Software and PSDCitywide Software is an asset

2. Work Experience	Minimum Years Required
Experience in accounting or finance	Seven
Senior financial position in a municipality	Five

3. Other Key Skills

- Good interpersonal skills.
- Strong written and oral communication skills.
- Strong time management skills.
- Well organized.
- Ability to work in fast paced environment under pressure and meet deadlines.
- Ability to analyze and research complex problems and recommend appropriate solutions
- In depth knowledge of the Revised Statutes of Ontario in particular The Municipal Act and The Municipal Tax Sales Act.
- In depth knowledge of municipal accounting.
- In depth knowledge of municipal accounting software.
- Knowledge of corporate management, planning and municipal finance

C. POSITION CHARACTERISTICS

1. Impact & Accountabilities

The Director of Finance/Treasurer is responsible to the CAO for the financial resources of the Township. A person performing this position competently can earn or save the Township significant dollar amounts.

2. Supervisory Responsibility

Directly supervises the Deputy Treasurer and Treasury Assistant(s).

D. WORKING CONDITIONS

1. Physical Effort and Environment

At certain times the Director of Finance/Treasurer may have to work in excess of their normal workweek.

The physical working environment is comfortable, normally indoor in an office or meeting room.

2. Mental Effort

The mental strain resulting from the work of the Director of Finance/Treasurer is considerable and constant.

There are many interruptions. Decisions must be made quickly. Tight deadlines must be met. Problems to be addressed are complex and varied.