

MUNICIPALITY OF GREY HIGHLANDS

POSITION DESCRIPTION

Treasurer

REPORTS TO: CAO

STATUS: Full Time

DATE: March 1st 2010

HOURS: 37.5 per week

SUMMARY OF DUTIES:

The position is to provide financial leadership to the Tax Collector, Accounts Receivable Coordinator and Accounts Payable Coordinator. In executing these duties, the role is mandated to ensure the financial functioning of the municipality.

MAJOR RESPONSIBILITIES:

- Supervises and directs the Tax Collector and the A/R & A/P Coordinators.
- Preparation and submission of the annual business plan and budget (operating and capital) for the Treasury Department; monitoring of the performance of the Treasury Department against the business plan and budget with initiation of corrective action as necessary.
- Development and recommendation of new or revised policies for the Treasury Department.
- Project management of major studies/projects as assigned by the CAO.
- Shall implement all approved financial policy and ensure approved financial by-laws are enforced.
- Shall co-ordinate the departmental and board budget submissions. The position shall prepare Financial Reports to Council and the Finance Committee.
- Co-ordinates the completion of grant applications
- Executes Treasury functions on behalf of the Corporation including reserve funding, cash flow management, management of investments, optimization of credit lines, risk management/insurance and banking relations.
- Monitoring the Corporation's revenues and expenses (ie. balance sheet management); identification and reporting of budget variances with recommendations to Department Managers, CAO and Council on adjustments as necessary. Ensures monthly financial reports are provided to all Department Heads, Boards and Council.
- Oversees the preparation and on-time submission of financial statements, tax returns, financial reports and information required by the Corporation's external auditors.
- Establishment with the CAO of operating procedures, work methods and standards covering the corporate chart of accounts, accounts payable, accounts receivable, capital asset sub-ledger, tax billing/collection, tax write-offs/tax sales, and the preparation of monthly, quarterly and annual financial statements and reports.
- The position is responsible for completion of the F.I.R.
- The position is responsible for ensuring appropriate internal controls are in place to secure the municipal assets.

- The position will represent the Department with taxpayers, citizen's groups/associations, special interest groups, commercial interests and representatives of the financial community (bankers, credit rating agencies).

KEY CRITERIA

A related post secondary education or university degree with an accounting designation (CGA, C.M.A., C.A.) or a related mix of experience and education.

Five years of successful working experience in finance with a minimum of three years in a management role, ideally in the public sector.

A demonstrated ability to develop innovative and creative responses to complex issues.

Thorough knowledge of financial, purchasing, accounting and auditing principles and practices, applicable legislation/regulatory standards, investment and debt management, provincial grant processes, property taxation, budget formulation, local government functions and responsibilities, health and safety, and employee relations principles and practices.

Strong customer service orientation, well developed organizational and communication skills;

Local municipal experience is preferred.

Possess integrity, strong interpersonal skills and the ability to foster positive relationships within a highly engaged civic environment.

Assist the CAO to implement effectively and efficiently all financial policy and by-law;

Ability to develop the skill set of key staff;

Implement technology solutions where appropriate within the Treasury function

Advocate policies, programs and ideals that best serve the interests of the community;

Energize the internal and external community to strive to ensure a long-term, viable future of the municipality.

WORKING RELATIONSHIPS

a) WITH THE C.A.O.: Discusses financial and accounting aspects of municipal government and their impact on policy development and administration. Discusses plans and priorities. Receives policy direction from C.A.O.

b) WITH COUNCIL: Supports the policy making process with timely, accurate financial and accounting information and reports on the financial health of the municipality.

c) WITH TREASURY STAFF: Supervises all treasury activities and provides training and guidance to staff. Responsible for the complete management of treasury staff within Council's personnel policy.

d) WITH OTHER STAFF: Gives support, advice and guidance on finance and accounting procedures.

e) WITH MUNICIPAL AUDITOR, SOLICITOR, and FINANCIAL INSTITUTIONS: Establishes and maintains effective relations to ensure proper audits and the production and presentation of timely financial statements and financial information returns

f) WITH EXTERNAL CONTACTS.....OTHER GOVERNMENTS, GRANT-FUNDING AGENCIES AND OTHER MUNICIPALITIES: Exchanges relevant information on cost sharing, special funding arrangements, and shares of the tax levy. Follows up the prospect for grants and subsidy that may be available. Represents the best financial interests of Grey Highlands.

g) WITH THE PUBLIC: Explains financial and accounting procedures, service charges, user fees and tax programs. Responds to queries through e-mail, phone calls, in-person visits. Gives advice and assistance to the public.

KNOWLEDGE AND SKILL

Incumbent must demonstrate sound financial policy knowledge. The position is responsible for ensuring that the municipality operates within all PSAB and Municipal Act requirements.

The position must appreciate the sensitive operating environment of the elected council and Head of Council.

IMPACT OF ERROR:

Operational and coordination errors result in financial losses for the municipality and its respective boards and committees. Additionally, errors in judgment could expose the municipality to a reduction in operational standards, additional costs, lost revenue, lost credibility and public's faith in the Municipality's ability to provide adequate services.