

The Corporation of the Township of Bonfield

Chief Administrative Officer



## The Corporation of the Township of Bonfield Job Description

**Position:** Chief Administrative Officer, Finance Manager  
Township Council

**Reports to:**

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### **Position Overview**

The Chief Administrative Officer (CAO), Finance Manager is accountable for the overall development, management and execution of the Township's budget and strategic priorities, ensuring organizational effectiveness and responsiveness to Council, and lead the Township in accordance with established policies and procedures. This position will oversee the financial management of the township that includes financial reporting, long-term strategy and working with department heads to prepare budgets.

### **Responsibilities**

#### **Chief Administrative Officer (CAO)**

- Responsible for the development and retention of highly motivated and competent Department Heads to lead the respective departments within the township.
- Responsible for the overall communications, customer service, financial, IT, HR operations, major projects and other agencies/functions as assigned by Council.
- Implementing Council's decisions and establishing administrative practices and procedures to carry out Council's decisions.
- Overall planning, coordination, and control of all municipal operations in accordance with the objectives, policies and plans approved by Council and the appropriate provisions of the Municipal Act regarding roles and responsibilities of a municipal CAO.
- Carry out all the executive and administrative duties and powers of Council, as Council has power to delegate in accordance with the Act.
- Act as the Chief Purchasing Agent of the Township.
- Formal and informal advice to Council.
- Oversee preparations of Council agendas, reports, and minutes.
- Ensure enforcement of bylaws and policies as necessary.
- Ensure the prompt and proper handling of requests, inquiries, and complaints by Township residents.
- Maintain effective relationships with Council, external agencies, other District municipalities, government agencies, legal counsel, consultants, contractors, and the community.

- To carry out other duties required under the Ontario Municipal Act or any other Act and other duties assigned by the Council of the Township of Bonfield.

### **Finance Manager**

- Collect, analyze, and review financial information including reporting on variances and the reasons for the variance.
- Produce financial reports related to budgets, accounts payables, accounts receivables, expenses, etc.
- Support the development of long-term organizational plans based on financial reports and analysis.
- Lead the capital budgeting process and capital asset accounting.
- Prepare financial reports.
- Lead the budgeting process, including working with department heads to prepare budgets.
- Oversee the Deputy Clerk/Treasurer to ensure all financial affairs required by the municipality under the *Municipal Act of Ontario (2001)* are adhered to.

### **Required Knowledge, Skills and Abilities**

- Knowledge of relevant federal, provincial and municipal regulations and by-laws.
- Knowledge of financial forecasting, accounting principles and financial data analysis.
- Ability to establish strategic priorities and effectively lead a strategic plan.
- Demonstrated skills and ability to lead people and projects.
- Skills in financial planning and budgeting.
- Excellent public relations skills and abilities.
- Sound judgement and decision-making skills.
- Demonstrated ability to deal with a variety of stakeholders, including internal staff, Council and the public.
- Excellent organizational skills.
- Knowledge of municipal government practices and procedures.

### **Education and Experience**

- Completion of post secondary education in a relevant field of study such as finance, accounting, or business administration. University degree considered a strong asset. Additional training in public administration or municipal government considered a strong asset.
- Previous experience in senior management roles in the public sector or government.
- Strong financial acumen and experience in finance, including financial report preparation, analysis, budgeting, and audits.

