

Municipality of Central Manitoulin

Treasurer/CFO Job Description

2024 SALARY RANGE

\$75,800 – \$105,000

POSITION SUMMARY

Reporting to the CAO/Clerk, the Treasurer will be an integral member of the management team. The Treasurer provides financial leadership and advice to Council and staff to ensure the long-term financial sustainability of the Municipality. The Treasurer executes the statutory duties in accordance with the Municipal Act, 2001, and all other Acts governing municipalities in Ontario, and is responsible for the control, management and efficient and effective administration of the financial accounting and data processing functions of the municipality in the areas of financial planning and budgeting, accounting, investment and fund management, asset management, tax and water revenue, risk management and payroll oversight.

KEY RESPONSIBILITIES

- Manages the corporate financial operations by providing leadership in the areas of municipal finance functions; budget, financial planning, general accounting and payroll functions; taxation; tangible capital asset oversight; and financial policy/procedure development.
- Directs investment of Municipal funds; monitors revenues and expenditures; certifies expenditures and prepares reports. Manages the Municipal investments to maximize returns while minimizing risk.
- Develops debt management strategies to control debt payments in a financially responsible manner.
- Provides direct supervision of AP/AR functions including work planning, scheduling, distribution, and follow-up; staff mentoring/coaching; performance management; training and development needs.
- Execute the Treasury functions and carries out the statutory duties of the Treasurer under the Municipal Act, 2001, for the Corporation; reserve and reserve fund planning, cash flow management, fees and revenues, investment management, optimization of credit lines and banking relations; coordinates the identification and source opportunities for revenue and external funding from government or private sources.
- Establishes timetables, provides leadership, and sets direction, in conjunction with members of the Department Heads and Council for annual budget preparation.
- Helps prepare the annual budget (operating and capital) including the implementation of the long-term financial plan and the reserve/reserve fund in consultation with the CAO and Department Heads and also assists the CAO in the presentation of the budget to Council for approval in conjunction with the Department Heads.
- Leads Municipal staff in the preparation of the audit working papers and is the primary staff liaison working with the external municipal auditors with preparing the Financial Information Returns (FIR), and other financial reporting, as required.
- Prepares and submits the Quarterly HST reports to the CRA.
- Completes the monthly bank reconciliations.

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- Implements short-mid-long term financial planning for the Corporation; develops and submits recommendations to a CAO and Council regarding the financial stewardship and fiscal condition of the Corporation.
- Provides oversight for accounts payable, accounts receivable, tax billing/collections, tax write-offs/tax sales, utility billing/collections, payroll and the preparation of monthly, and annual financial statements and reports; continually reviews financial control systems to ensure accordance with accepted accounting principles, policies and provincial legislation and reports the financial position of the Municipality to Council.
- Collects and prepares financial information and researches options to support recommendations to staff, Council boards or committees.
- In conjunction with the CAO, oversees operating procedures and guidelines for the purchasing of goods and services and inventory management by all departments.
- Monitors, in cooperation with the Department Heads, the budgets approved by Council.
- Ensures the budgets are implemented, administered, and controlled within the required standards.
- Monitors the continual updating of the Municipal Asset Management Plan in conjunction with all Department Heads; ensures the municipal asset data base is updated as assets are acquired or disposed of and verifies that appropriate financial records are kept for audit verification purposes.
- Ensures that all year-end payroll activities are completed in accordance with Canada Revenue Agency (CRA) audit requirements.
- Directs the development and preparation of policies, procedures and systems necessary to ensure effective controls are in place to protect the financial affairs of the Municipality.
- Assists the Department Heads towards the realization of Council's strategic directions and policies.
- Actively participates with the Department Heads in policy and management issues. Represents the municipality at meetings and seminars arranged by various municipal associations, develops relationships with peers in business, community and other government activities to encourage cooperative problem-solving and joint approaches to financial challenges. Works with citizens and citizen groups to resolve matters requiring financial input.
- In conjunction with all Department Heads and other staff, helps to investigate and research grant funding programs provided by federal and provincial governments as well as other sources of grant funding available to the Municipality.
- Attends Committee meetings as directed.
- Provides back up support to front line clerical duties and reception.

The above generally describes the duties involved with the position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the above from time to time as directed by the CAO.

POSITION REQUIREMENTS

EDUCATIONAL REQUIREMENTS:

Post-Secondary degree or diploma in Accounting or Business Administration, a CPA, CMA or

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CGA designation is considered an asset.

EXPERIENCE:

A minimum of five (5) years' progressively responsible accounting experience including management or supervisory experience, preferably in a municipal setting.

SKILLS AND COMPETENCIES:

Core Competencies:

- Teamwork, integrity, results oriented, public focused, innovative, collaborative, ethical.
- Knowledge of the Municipal Act, Assessment Act, other relevant legislation, and PSAB accounting standards.
- Management, supervisory and analytical skills, initiative, and the ability to work under pressure.
- Excellent computer skills, including knowledge of Microsoft Office software, financial software, asset management software and other related software packages with a keen sense of uses/opportunities for technology in a municipal environment.
- Demonstrated experience with municipal financial software would be considered an asset.
- Work with the public in a service-oriented environment, to transfer financial information to people with tact and diplomacy.
- Demonstrated leadership skills with the ability to coach, motivate and develop employees and encourage teamwork.
- Ability to build trust and credibility in a politically sensitive role while demonstrating tact and diplomacy.
- Ability to analyze and make timely decisions considering facts, goals, constraints, and risks of a situation.
- Open to innovative ideas and approaches.
- Excellent verbal (courtesy, tact, discretion, explanation, judgement, and presentation skills) and written communication skills including grammar/spelling skills for proofreading, editing and writing reports/correspondence.
- Excellent organizational skills and time management skills.
- Discretion and good judgement when managing confidential/sensitive material and information.
- Demonstrated commitment to personal and professional development.

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WORKING CONDITIONS:

- Usual public office conditions. Work is subject to hectic peak periods and to deadlines.
- Usual hours of work are 8:30 a.m. to 4:30 p.m. (1 hour lunch) for 35 hours per week. Additional hours will result from evening attendance at Council, Committee and/or Board meetings.

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Appendix "A" - **Treasurer/CFO - Specific job duties**

1. Clerical Duties:

Finance and Economic Development Committee (Monthly)

- ensures that all committee members and other Councillors are advised of the date and time of meetings.
- Prepare meeting agenda in consultation with the chairperson of the Committee. Prepare materials and provide backup material and distribute to all members of the committee and all other Councillors together with agenda.
- Attend meeting and record proceedings.
- Prepare minutes and distribute to committee members, other Councillors and to CAO for inclusion on the next Council meeting agenda.
- Complete all correspondence and business arising from the meeting and ensuring that any referrals to other committees or Council are correctly transferred.
- Do a follow up check that all items of business have been handled in an appropriate manner.

2. Tax Billing (bi-annual)

- Input any data required in ASYST for billing.
- Process and print bills with related balancing reports.
- Help to sort and mail out bills.

3. Utility Billing (quarterly)

- Calculate yearly budget.
- Input data in ASYST for billing.
- Process bills, with related balancing reports.
- Sort and mail out bills.
- Identify outstanding utility arrears, prepare registered letters to be sent, prepare extension agreements to be signed.

4. Reconcile bank statements (monthly)

- reconciliation to the month end general ledger balance.
- Process outstanding debits and credits.
- Ensure that all outstanding items have been identified.
- Prepare adjusting entries for processing.

5. Variance reports (monthly)

- Prepare comparison of previous years quarterly expenditures with present quarter's expenditures.
- Be prepared to answer Council's inquiries about variances.

6. Tax Registration (Ongoing)

- Identify those properties that can be tax registered.
- Prepare lists to send to tax sale consultant, with amounts.

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- Ensure that all necessary forms are signed.
 - Year end reconciliation of amounts received, new amounts added, properties payoff, etc. for auditor.
 - Hold tax sales, prepare documents, advertisements, opening of tenders, awarding successful purchaser.
7. Investments – (annually)
- Identify amount available for investment and prepare investment reports for Council.
 - Keep track of availability and need for funds by the Municipality.
 - Process statements and provide year end reconciliation for audit.
8. Calculation and payment of School Board payments (quarterly)
- Ensure payments are made in a timely manner.
 - Calculate amounts based on Legislated requirements.
 - Reconcile amounts at year end.
9. H.S.T. reconciliation (quarterly)
- Calculate quarterly refund of H.S.T.
 - Ensure payment is received, is placed in proper account.
 - Provide year end reconciliation for auditor.
10. Assist Tile Drainage (as needed)
- Assist with financial aspects tile drainage applications.
 - Ensure rating by-laws are passed by Council.
 - Process “offer to sell” for debentures.
 - Year end reconciliation of amounts received, and debenture amounts paid off throughout year.
11. Year end audit duties. (annually)
- Prepare reconciliations for all required accounts
 - Bank
 - Receivables, Payables
 - Long – term debt, Investments
 - And any other required by the audit process
 - Answer Auditors questions during audit.
 - Process year end entries after audit.
12. Other Duties
- Other financial reports as needed.
 - Set up loans and repayments with Banks.
 - Cheque signing.
 - 3rd backup person for reception and telephone
 - Other duties as assigned.