



An Opportunity to Join Our Dynamic Team ... in a Dynamic City

The Corporation of the City of St. Thomas has a vacancy for the following position:

DIRECTOR OF FINANCIAL SERVICES/CITY TREASURER

Permanent, Full Time

St. Thomas is a community growing in size and strength and is home to about 40,000 people. Conveniently located close to Port Stanley, London, and Highway 401, it's the perfect location in Southwestern Ontario. With a rich heritage but a modern atmosphere, there is nowhere better to thrive than St. Thomas.

POSITION SYNOPSIS AND PURPOSE:

This non-union position, under the general direction and guidance of the City Manager, is responsible for the overall strategic development and administration of the financial and departmental policies and procedures, all aspects of operations as they relate to Financial Services, Information Systems, Purchasing, Insurance and Risk Management. This strategic management position, plans, directs and controls the financial affairs of the Corporation in accordance with legislation prescribed for Ontario Municipalities and the by-laws, resolutions and directives of Council and the City Manager. Is a member of the Corporate Senior Leadership Team and is required to participate in corporate initiatives not directly related to scope of responsibility.

MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:

Administration (30%)

- Maintains effective working relationships with City Council, Civic Departments, related Boards and Commissions and relevant departments of the senior levels of Government.
- Attends all Council meetings and prepares reports for all Council meetings and any Committee meetings that have topics related to the incumbent's jurisdiction.
- Acts as a resource for Council, Civic Departments, related Boards and Commissions and various groups and individuals within the Community. Advises Council, the City Manager, the Corporate Senior Leadership Team and individual City Departments on matters pertaining to the financial management of the Corporation, including the presentation of monthly statements of assets, liabilities, revenues and expenditures in accordance with Council policy.
- Represents the City at relevant Hearings.

- Actively participates in Corporate Senior Leadership Team meetings and activities.

Operations/Quality (50%)

- Prepares and administers within approved limits, the annual departmental operating and/or capital budgets.
- Develops and recommends short and long term departmental plans for all services that are provided by the department. Ensures that the delivery of service in the areas of responsibility meet regulatory requirements and internal quality control standards.
- Develops, recommends, coordinates and administers strategic department policies, procedures and standards specific to the divisions/service areas within the Department.
- Ensures the maintenance of records and data necessary by corporate policy, by-law, statute and documents useful in the planning and evaluation of departmental functions.
- Ensures the maintenance, care, custody and perpetual inventory of all departmental equipment.
- Ensures information to the Community regarding the policies and practices of the Department is current.
- Ensures the maintenance of technical, statistical and other pertinent data, necessary by law, and considered useful in the planning and evaluation of departmental functions.
- Coordinates research and oversees the completion and submission of external grant/funding opportunities for the Corporation within the areas of responsibility.
- Ensures that cash, receipts, billings, grants etc. are collected/received and accounted for in accordance with procedures and controls specified by the Director of Financial Services/City Treasurer.
- Performs and/or ensures the performance of statutory duties of Municipal Treasurer and Tax Collector under the Municipal Act.
- Observes and performs duties prescribed by the Statutes and Regulations of Ontario, municipal by-laws, policies, resolutions and other directives of the City Manager and City Council.
- Directs the preparation of the annual Corporate Operating Budget and Capital forecast for presentation to Council, and assists Directors in the preparation of their budgets. Monitors departmental budget performance and that of all Departments of the City.
- Directs the preparation of the Corporation's annual financial statements and related statistical information. Assists in and reviews external and internal audits. Prepares all reports required by the Province, including all Performance Measurement Reports.
- Exercises all of the powers and performs all of the duties of Treasurer and Tax Collector as prescribed by Statutes and ensures that the City complies with its statutory financial obligations.

- Plans, directs and controls the implementation and maintenance of comprehensive financial and management accounting and reporting systems based on sound internal financial controls.
- Acts as a custodian of all debentures and securities of the Corporation.
- Directs the compilation of relevant assessment data and preparation of City levy apportionment by-law.
- Oversees the collection of money due to the corporation, including claims against other levels of government and other municipalities and administration of the City's development charges by-law and ensures the efficient accurate settlement of corporate obligations.
- Oversees money to the credit of any trust, reserve or general fund that is subject to or available for investment, ensuring that it is invested in properly authorized securities according to By-laws or the practices governing the particular fund.
- Actively seeks and assists with Federal and Provincial grant opportunities that would benefit the Corporation.
- Provides strategic leadership and oversight for Corporate Information Technology Systems, overseeing the implementation of changes as appropriate. Ensures adequate resources, training and guidance is provided to systems users.
- Directs the Purchasing function, ensuring the development, approval, implementation and administration of Purchasing policies, procedures and control systems designed to maintain timely continuity of materials and equipment at minimum cost, consistent with quantity and quality requirements.
- Ensures that the processing of tenders and related activities is carried out in accordance with established corporate policies and procedures.
- Ensures that the issuing of all licenses is in accordance with all applicable laws.
- Liaises with banks, fiscal agents, credit assessment organizations, as well as senior provincial representatives, area municipalities and treasurers, the public and the press.
- On behalf of the Corporation, provides strategic direction and oversight relating to insurance and risk management.
- Performs such other duties necessary to maintain the continuity of the Departmental functions for the Corporation.

Human Resources (15%)

- Creates and maintains an environment oriented to trust, open communication, creative thinking, and cohesive team effort; including but not limited to, providing and communicating a vision, motivating, inspiring, coaching/mentoring and training and development of the departmental team, facilitating innovation, problem solving and collaboration, and maintaining healthy group dynamics.
- For all personnel holding authorized positions under the incumbent's direct supervision and subject to the Human Resources Policies of the City: selects and hires employees, appraises the performance and conduct of employees, promotes, demotes, disciplines and terminates employees, schedules and/or grants sick and

annual leave, encourages and assists in maintaining a high standard of morale, ensures operations and practices are consistent with the terms of any Collective Agreement and/or By-Law is carried out, schedules regular staff meetings, and encourages staff to participate in corporate employee activities.

Health & Safety (5%)

- Directs the development, implementation and enforcement of internal safety policies, rules and regulations and ensures that they are communicated to departmental staff.

MINIMUM QUALIFICATIONS:

Minimum three (3) year University Degree in Accounting or Finance and a C.P.A Designation. Minimum ten (10) years' experience in a managerial capacity. Proven ability in financial administration and leadership, knowledge and experience in a computerized financial environment. Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation. Satisfactory Police Record Check.

HOURS OF WORK:

The normal workweek consists of 35 hours; Monday to Friday; 8:30 a.m. – 4:30 p.m. with a one (1) hour unpaid lunch. Overtime occasionally required to deal with emergency situations or quick turnaround times. Evenings and weekends are occasionally required for Council meeting or other events.

WHAT WE OFFER:

- Salary Range: \$156,644 - \$190,401 per annum (Band 3)
- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

Applications must be received no later than Wednesday August 6, 2025, at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities. Go to Posting Title and click the 'Apply Now' button. You may need to register/create a Login.

Please import/upload your COVER LETTER AND RESUME individually (i.e. pdf, word) and ensure you have attached all documents prior to submitting your application.

Note: You may be required to answer Qualification questions during the application process.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if

selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal Information on this application is collected under the authority of the Municipal Act., R.S.O. 2001, as amended, and will be used to determine eligibility and suitability for employment with the City of St. Thomas.