

The Municipality of Strathroy-Caradoc – Permanent Full-Time Job Opportunity

Director of Financial Services / Treasurer

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.

The Municipality of Strathroy-Caradoc is currently accepting applications for a permanent full-time "Director of Financial Services / Treasurer."

Position Summary:

As part of the Senior Management Team (SMT) and reporting to the Chief Administrative Officer, the Director of Financial Services / Treasurer is responsible for the strategic leadership, management, and direction of the Municipality's financial and information technology services functions. The Director fulfills the statutory duties of the Treasurer in accordance with the Municipal Act and other applicable legislation and is accountable for the stewardship of the Municipality's financial resources.

The Director provides strategic financial and information technology advice to Council, the Chief Administrative Officer, and Senior Leadership, and oversees financial and information technology planning, budgeting, accounting, taxation, procurement, asset management, investments, debt management, financial reporting, audit coordination, and internal controls. The position promotes financial sustainability, accountability, transparency, innovation, service excellence, and continuous improvement while supporting the Municipality's strategic goals and long-term priorities. Success requires developing a close working relationship with all senior directors, managers and staff to ensure an integrated approach and a high level of customer service.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Provide general direction and management of the day-to-day administration of the department, including staff development, performance management, coaching/mentoring, staff engagement, rewards and recognition and health and safety.

- Serve as a member of the Municipality's Senior Management Team (SMT) contributing to the development and execution of organizational strategy and Municipal wide priorities and objectives.
- Provide strategic financial and information technology advice and recommendations to Council, the Chief Administrative Officer, and Senior Management.
- Prepare and present reports, recommendations, and financial analyses to Council, Committees, and Senior Management.
- Attend Council meetings as required.
- Foster collaboration across departments and support the achievement of corporate objectives.
- Position the Information Technology Division strategically to achieve Municipal-wide business goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization.
- Provide progressive insight and facilitate the development and implementation of a comprehensive IT strategy for the corporation and ensuring it aligns with corporate and departmental plans.
- Fulfil the statutory duties of the Treasurer in accordance with the Municipal Act and applicable legislation.
- Lead the Municipality's financial planning, budgeting, forecasting, accounting, taxation, treasury, and financial reporting functions.
- Oversee annual operating and capital budgets, financial statements, audits, investments, reserves, borrowing, debt management, and cash flow.
- Ensure operating and capital budgets align with Council's priorities and the Corporate Strategic Plan (or successor documents) and operational goals.
- Oversee centralized accounting support to all departments, including billing, accounts payables and purchasing support.
- Ensure compliance with Public Sector Accounting Standards (PSAS) and all legislative and regulatory reporting requirements.
- Provide financial leadership for corporate asset management, capital financing, and long-term infrastructure funding strategies.
- Oversee procurement governance, internal controls, risk management practices, and financial accountability systems.
- Support grant applications, funding agreements, and strategic initiatives that contribute to organizational sustainability and service delivery improvements.
- Approve time and attendance, including time off, for direct and indirect reports as needed.
- Conduct departmental meetings and briefings with staff on a regular basis to review planned work and resolve any staff concerns.
- Foster a culture of accountability, innovation, continuous improvement, employee engagement, and customer service excellence.
- Ensure the implementation of appropriate training for all departmental staff and maintaining designations and certifications as required.
- Lead departmental planning, policy development, succession planning, and professional development initiatives.
- Establish and maintain effective working relationships within and outside of the organization and department, including elected and appointed officials, staff, government agencies, financial institutions, auditors, consultants, community partners and the public.
- Use sound judgment and professional tact to gain cooperation and compliance from the public, contractors and industry professionals.
- Represent the Municipality on financial, information technology and intergovernmental matters and respond to stakeholder inquiries and concerns in a professional and timely manner by adhering to the Municipality's Customer Service Standard policy.
- Ensure compliance with applicable legislation, municipal by-laws, policies, and professional standards.

- Monitor legislative changes, industry trends, and best practices to support continuous improvement and where possible, improve the level of service in the Municipality.
- Lead or participate in corporate projects, studies, and initiatives as assigned by the Chief Administrative Officer.
- Understand and ensure compliance with the Occupational Health and Safety Act, Regulations, and any Municipality policies and procedures.
- Always maintain an acute sense of confidentiality and judgement.
- Attend profession and industry related conferences, seminars and training as required.
- Perform other related duties as assigned.

Qualifications:

- Post-secondary degree in Accounting, Finance, Business Administration or related field
- Chartered Professional Accountant (CPA) designation in good standing
- Eight to ten (8-10) years of progressively responsible financial leadership experience, preferably within a municipal or broader public sector environment
- Demonstrated experience in operational and capital budgeting, financial planning, accounting, taxation, asset management, procurement oversight, financial reporting, audit coordination, and policy development
- Experience in the management of information technology services
- Proven experience leading teams and managing complex financial operations within a multi-service organization
- Thorough knowledge of applicable legislation including the Municipal Act, Development Charges Act, Municipal Freedom of Information and Protection of Privacy Act, and Public Sector Accounting Standards
- Strong strategic planning, analytical, problem-solving, and decision-making skills
- Excellent writing, research, communication and presentation skills, with the ability to communicate effectively and tactfully with all levels of staff, elected officials, consultants, contractors and the public
- Demonstrated political acuity and ability to build productive relationships with elected officials, stakeholders, and community partners
- Ability to exercise sound judgment, discretion, confidentiality, and professionalism
- Must be able to attend meetings outside normal work hours including weekends and/or respond to after-hours emergencies as required
- Advanced computer literacy and experience using the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams) and virtual meeting platforms
- Must have a valid class "G" Ontario Driver's licence with a satisfactory driver's abstract
- A satisfactory Criminal Record and Judicial Matters Check prior to starting employment
- A satisfactory financial credit check prior to starting employment
- Must be legally authorized to work in Canada

Compensation:

Wage: Band 9 - \$134,862.00 to \$168,586.60 per year (2026 rates)

Benefits: Comprehensive benefits plan and enrolment in the OMERS defined benefit pension plan.

Posting Type: Existing Vacancy

Closing Date: October 15, 2026 @ 12:00 PM

Only applications submitted through the Municipality's job board by the deadline noted above will be accepted.

We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.