

MUNICIPALITY OF SOUTHWEST MIDDLESEX

POSITION PROFILE



Position Title: Manager of Finance/Treasurer
Report to Title: Chief Administrative Officer - CAO
Revised: October 2023

Pay Range: Band 14
Position Status: Full-time employee
Salary: \$112,364.01 - \$131,450.00
Normal Work Week: 35 hours
Overtime paid: 1 week in lieu
Location: 153 McKellar Street, Glencoe

A – POSITION DESCRIPTION

1. Scope of Position:

The Manager of Finance/Treasurer is responsible for the accounting and treasury functions of the Municipality of Southwest Middlesex in accordance with budgets, objectives, policies, and programs approved by Council and all applicable by-laws and Ontario regulations.

Acts as Chief Financial Officer of the Municipality and head of the Finance Department.

Directly supervises Deputy Treasurer, Accounts Receivable Tax Clerk/IT, and Accounts Receivable Utility Clerk.

The Manager of Finance/Treasurer reports to the Chief Administrative Officer.

2. Key Responsibilities

- (a) To work with the management group to ensure the efficient, economical, and effective organization and administration of all departments, boards, and committees as determined by the by-laws of the Municipality and the direction of Council. To work with the management group to coordinate the development and implementation of policies, procedures, and systems to facilitate the workflow and communications between departments.

- (b) To perform the statutory duties of the Treasurer under the provisions of the Municipal Act and other related statutes. Undertakes all duties prescribed under the Municipal Tax Sales Act.
- (c) To assist the CAO with the financial aspects of the Municipality's short and long-range operating plans and strategies.
- (d) To implement the financial aspects of the policies and programs of Council efficiently and effectively. To ensure compliance with all relevant statutory and regulatory requirements.
- (e) To prepare and present to Council and monitor the annual operating, capital, and reserve fund budgets for all Municipal entities.
- (f) To maintain the necessary accounting records of the Municipality and properly record all financial transactions. To oversee the proper funding of all computerized financial and management information systems.
- (g) To supervise the performance of the Deputy Treasurer and Finance Department staff. To participate in the hiring, working assignments, performance reviews, training, and discipline, as necessary for the Finance Department.
- (h) To attend and participate in all Council, Committee, and Board meetings, as required.
- (i) To advise the CAO on the financial policies and affairs of the Municipality so that the CAO can properly fulfill their responsibility to make appropriate recommendations to Council for the future progress of the Municipality. To participate in inter-departmental and inter-government projects as requested by the CAO.
- (j) To develop, implement, and maintain appropriate financial and operational controls, policies, and procedures to safeguard all the monetary and physical assets of the Municipality. To monitor compliance with these systems, particularly in regard to budget appropriations, purchasing, personnel, and generally accepted accounting principles. This may include educating staff and Council in their roles in these systems.
- (k) To develop, implement, and maintain proper internal and external financial reports and analysis that ensure management, Council, committees, other municipal entities, and the province and federal government are aware, as appropriate, in a timely fashion, of the financial affairs of the Municipality. This may include educating report users on various financial issues not properly understood.
- (l) To prepare all financial by-laws for approval by Council.
- (m) To ensure the Municipality maximizes all provincial and federal grants.

- (n) To perform all treasury functions of the Municipality including:
 - developing, implementing, and maintaining proper control and procedures to safeguard the cash reserves of the Municipality;
 - banking arrangements;
 - investment management;
 - financing (debt) management.
- (o) To take telephone inquiries from the public concerning the financial affairs of the Municipality, in particular questions about tax billings. To respond to the public promptly and professionally.
- (p) To oversee all the accounting functions of the Municipality including:
 - tax billings, tax write-offs, collections and receivables
 - expenses, cash disbursements, and payables
 - payroll processing, including benefits and OMERS administration
 - required remittances under the employee group benefit plan
 - required remittances under the OMERS plan
 - financial reporting
 - annual audit
- (q) To develop, implement, and maintain appropriate insurance and bonding for all Municipal activities.
- (r) To co-operate with the Municipal auditor to ensure the annual audited financial statements are performed as efficiently, economically, and effectively as possible.
- (s) The Manager of Finance/Treasurer acts as human resource coordinator for functions of the Municipality, including payroll, benefits and OMERS administration, personnel files, employment letters, etc.
- (t) The Manager of Finance/Treasurer works with the CAO and department heads for the updating and maintenance of the municipal Asset Management Plan for Council's approval and works to develop financial policies and strategies to support such a plan.
- (u) To perform other duties as may be assigned by the CAO

3. Key Relationships

Internal

Council members: interaction as arranged with CAO

CAO: daily interaction related to the financial affairs of the Municipality

Other Department Heads: as required interaction re inter-department activities and as part of the Senior Management Team

Deputy Treasurer: daily interaction

External

Public: frequent interaction responding to questions about the financial affairs of the Municipality

Municipal Auditor: as appropriate

Other Levels of Government: as appropriate

Good interpersonal and communication skills are essential to performing this position competently.

4. Decision Making Authority

The Manager of Finance/Treasurer is the Chief Financial Officer of the Municipality. The Manager of Finance/Treasurer makes many decisions on their own within the framework of the Municipality's policies and procedures as determined by the by-laws of the Municipality and the direction of Council. Some decisions will require the approval of the CAO and Council.

The Manager of Finance/Treasurer is expected to make recommendations to the CAO for improving the efficiency and effectiveness of their duties.

This position is involved in the development of policies and procedures.

Judgment is required:

- to prioritize the many tasks in process at any time to ensure deadlines are met
- to interpret applicable laws, policies and procedures
- to provide advice to the CAO
- to record various financial transactions properly
- to deal with members of the public.

5. Problem Solving Responsibility

The Manager of Finance/Treasurer operates within a well-defined accounting and legal framework. Problems usually do not require significant research to solve.

B – POSITION SPECIFICATIONS

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously. To perform in the position of Manager of Finance/Treasurer competently, an individual must possess and agree to constantly update appropriate knowledge of municipal and related statutes and all those skills listed below under "3. Other Skills". This will involve taking seminars, courses and reading current publications.

The formal education & training work experience and other key skills of an individual must be evaluated simultaneously. For example, a person may not possess the minimum designation or degree but have compensating work experience.

1. Formal Education and Training

Minimum degree required: Bachelor's in accounting-related field; Masters considered an asset (MPA or MBA)

Minimum Municipal Designation required: AMCT

Professional Designation Required: Certified Professional Accountant (CPA)

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2. Work Experience Required

Minimum Years

Experience in accounting or finance

Seven

Senior finance position in a municipality or similar organization.

Six

3. Other Key Skills

- Excellent interpersonal skills
- Strong written and oral communication skills.
- Strong time management skills.
- Strong supervisory skills.
- Computer literate with knowledge of software used.
- Well organized.
- Ability to analyze and research complex problems and recommend appropriate solutions
- In-depth knowledge of the Revised Statutes of Ontario, in particular the *Municipal Act, 2001*
- In-depth knowledge of municipal accounting
- In-depth knowledge of municipal accounting software
- In-depth knowledge of related Acts and regulations
- General knowledge of *Ontario Health & Safety Act*
- General knowledge of the *Employment Standards Act*
- General knowledge of corporate management, administration, planning, and services of local government.
- Ability to work in a fast-paced environment under pressure and meet deadlines.

C – POSITION CHARACTERISTICS

1. Impact & Accountabilities

The Manager of Finance/Treasurer is responsible to the CAO for the financial resources of the Municipality. A person performing this position competently can earn or save the Municipality significant dollar amounts.

2. Supervisory Responsibility

Directly supervises the Deputy Treasurer and two Accounts Receivable Clerks.

D – WORKING CONDITIONS

1. Physical Effort and Environment

At certain times the Manager of Finance/Treasurer may have to work in excess of their normal workweek.

The physical working environment is comfortable, normally indoor in an office or a meeting room.

2. Mental Effort

The mental strain resulting from the work of the Manager of Finance/Treasurer is considerable and constant.

There are many interruptions. Decisions must be made quickly. Tight deadlines must be met. Problems to be addressed are complex and varied.