

**Job Title: Treasurer/Director, Corporate Services**

Department: Corporate Services

Reports To: Chief Administrative Officer

Directly Supervises: Manager Assets & Technology, Manager Revenue, Budget & Accounting Analyst, Purchasing Agent, Payroll / Accounts Payable Coordinator

Indirectly Supervises: Corporate Services Staff

Hours per Week: 35

Salary Range: \$103,093 to \$125,311

**Application Due Date: open until filled**

### Position Summary

This position is responsible for all of the statutory operational and advisory duties of the Treasurer in accordance with the *Municipal Act* and Municipal policies. The position provides direction and strategic leadership for Corporate Services (Finance & Purchasing Services, Assets & Technology Management) and is accountable for the development and implementation of services, policies programs provided including financial planning, budget, accounting, revenue, purchasing and the management of all Municipal assets and technology.

### Role Specific Duties and Responsibilities

#### Direction & Leadership:

1. Provide overall direction and strategic leadership to the Corporate Services Teams (Finance & Purchasing Services, Asset & Technology Management), management of direct reports and human resources administration which includes;
  - a. work planning, scheduling and assessment of staffing needs;
  - b. hiring/promotion, staff development, coaching/mentoring and conducting performance management reviews;
  - c. conflict resolution, discipline and termination recommendations;
  - d. promote team goals and collaboration among team members.
2. Prepare the overall Corporate and department's annual business plan and budget (operating, capital) and lead the review and approval process with Council.
3. Monitor the departments and Municipality's overall performance against Council's approved strategic objectives, business plans and budgets. Prepare, submit and present to Council performance/status reports with mitigation plans and corrective action as necessary.
4. Direct, establish and amend policies, procedures, work methods and standards covering the delivery of all services and monitor/measure against best in practice, legislated changes, Council's strategic objectives and all other applicable standards.
5. Participate as a member of the Corporation's Senior Management Team, act as a project leader (when assigned) on corporate-wide improvement project(s).  
Participate as a member of Municipality's Emergency Management Program

Committee in a designated role through the Emergency Control Group.

Financial, Purchasing, Asset & Technology Service Management:

6. Identify best practices and trends/advances regarding financial planning, accounting, revenue, financial reporting, banking relations, cash flow management, investment management, purchasing, assets and technology management for possible application by the Municipality.
7. Implement short-mid-long term financial planning for the Municipality, develop and submit recommendations to the CAO and Council regarding the financial stewardship and fiscal condition of the Municipality.
8. Establish operating procedures, work methods and standards covering the corporate chart of accounts, accounts payable, accounts receivable, tax billing/collection, tax write-offs/tax sales, and the preparation of monthly, quarterly and annual financial statements and reports, monitor the operating performance of the Department with initiation of corrective action as necessary.
9. Execute the treasury functions for the Municipality including reserve funding, cash flow management, fees and revenue, optimization of credit lines and banking relations; coordinate the identification and source opportunities for revenue and external funding from government or private sources.
10. Manage the Municipality's investment portfolio to ensure unused funds are generating interest revenue while preservation of capital is maintained in accordance with the Municipality's Investment Policy.
11. Ensure the development and administration of an effective insurance risk management program for all Municipal needs, including claims administration and overall risk management.
12. Monitor the Municipality's revenues and expenses (i.e. balance sheet management); identification and reporting of budget variances with recommendations to department Directors, CAO and Council on adjustments as necessary.
13. Oversee the preparation and on-time submission of financial statements, tax returns, financial reports and information required by the Municipality's external auditors.
14. Oversee the corporate integrated asset management program including maintaining an inventory of Municipal owned properties and easements, asset management planning, investment and budgeting, condition assessment, maintenance and operations costs, asset databases and geographic information systems incorporating infrastructure performance with respect to service level standards and life-cycle costs.
15. Oversee the approved Municipality's long-term capital plan including administration of the public tender process and awarded contracts. Oversee operating procedures and guidelines for the purchasing of good and services including calls for tender, purchase requisitions, spending limit approval authorization, group/cooperative purchasing agreements and inventory management; monitor the operating

performance against plan with initiation of corrective action when necessary.

16. Set the direction and annual targets related to Information Technology (IT) operations and monitor the overall performance of the Municipality's IT Services and support.
17. Work with the Senior Management Team to identify IT strategies and opportunities to enhance service, improved productivity and ensure that the Municipality's IT expenditures are implemented according to corporately identified criteria and priorities.

#### General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Perform other duties as may be assigned in accordance with corporate objectives.
3. Accountable to ensure all work is in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines and perform safe work practices.

#### Required Certifications and/or Health and Safety Requirements

1. Possess a valid Class "G" Driver's License in good standing.

#### Education, Skills and Experience

1. Degree/Diploma in accounting or business administration or equivalent combination of education and experience. A professional accounting designation (CA/CGA/CMA) is an asset.
2. Minimum 10 years' related municipal experience with 5 years' of progressive experience in management.
3. Strong communication (written, oral and interpersonal), organization, analytical, problem-solving, coaching, leadership, motivation and staff development, time management, employee relations, public/media relations, and strategic planning skills.
4. Proven success in strategic thinking, business strategy and change management working with a Council and the community at large.
5. Influencing and motivational skills, extensive experience mediating and resolving conflicts and negotiating complex matters.
6. Ability to be decisive, and possess sufficient business acumen and political savvy to assist the CAO, the Mayor and Council with complex decisions and guide staff through challenging initiatives.

7. Thorough knowledge of legislation and provincial policies relative to the municipal process.
8. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature; and to maintain confidentiality.
9. Ability to deal effectively and courteously in all aspects of the position, work effectively at fostering good rapport and cooperative working relationships and to champion the corporate mission and values.

#### Physical Demands and Working Conditions

- Physical demand requires computer work concentration and sitting. Working conditions are in a standard office environment with exposure to public criticism. Some walking and climbing at construction site inspections.
- Normal hours of work are 35 hours per week, Monday to Friday. Available to attend evening and/or weekend meetings and other events, as required.

#### Contacts and Interactions

- Communicates regularly with municipal staff, council, third party contractors, consultants, government agencies, regulatory bodies, stakeholders, and members of the public. Liaison with regulatory officials/agencies related to the Director of Corporate Services at the federal, provincial and municipal levels.

#### Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume in PDF format quoting Job #2021-35 this position will be open until filled to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).