

**CORPORATION OF THE TOWN OF COLLINGWOOD
JOB DESCRIPTION**

POSITION TITLE: **TREASURER**

DEPARTMENT: Treasury

REPORTS TO: Chief Administrative Officer

SUPERVISES: **DIRECTLY:** Deputy Treasurer, Coordinator, Revenue
 INDIRECTLY: Tax Clerk

POSITION SUMMARY

Responsible to execute the statutory duties of the Treasurer regarding the financial management of the Corporation including the development and recommendation of plans, forecasts, and strategies to address both short and long term financial objectives of the Municipality; capital and operating budget co-ordination and presentation; the implementation of appropriate accounting policies, procedures, and practices; co-ordinate required approvals for long term financing, and funds investment for the general/financial management of the Treasury Department and its staff.

DUTIES and RESPONSIBILITIES

1. Develop and recommend short and long term financial strategies to address financial objectives of the municipality including participation in the development of municipal development charges, funds investments, recommendation and institution of reserve funds accounts, co-ordination of debenture issues and approvals of same, provision of advice to Council and/or staff on ways and means of funding various municipal activities/projects; and the development and implementation of financial plans and regular monitoring/analysis/reporting of, and amendment to, same.
2. Develop and co-ordinate the preparation of corporate operating and capital budgets and forecasts, and presentations to Council; oversee and monitor the administration of approved budgets.
3. Coordinate, prepare, review and recommend the Department's annual capital and operating budgets; monitor and administer approved budgets and report on same; and authorize payment of accounts.
4. Develop and/or review, revise as necessary, and authorize corporate and departmental policies and procedures respecting accounting, purchasing, cash-handling, payroll, and other financial internal procedures to ensure same meet appropriate accounting principles and practices.
5. Assess staffing needs and make recommendations for additional complement to Council; participate in the recruitment and selection process, review hiring recommendations and authorize same.
6. Supervise and/or oversee the supervision of departmental staff including performance evaluation and/or review of same, training and development formulation and authorization, discipline, health and safety, promotion/transfer/termination decisions.
7. Oversee the regular audit of the municipality's financial management and accounting processes in consultation with external auditors including co-ordination of annual and semi-annual records and information compilation, consideration and implementation of recommendations emanating from audits; undertake and/or co-ordinate internal audits, as required.
8. Coordinate and/or prepare year-end financial statements and reporting requirements to the Province; research and provide advice on government subsidy and grant opportunities which may be available

to the Municipality.

9. Oversee the development and administration of the corporate purchasing function including recommendation of purchasing procedures and tendering processes, evaluation and revision of same as appropriate, and monitoring the implementation and administration of purchasing policies.
10. Ensure appropriate follow-up/collection activities are undertaken on past due accounts.
11. Respond to enquiries and/or resolve complaints from the general public, staff, consultants, suppliers, contractors, businesses, other levels of government, etc., with regard to corporate financial/accounting/purchasing, taxation, and/or Treasury Department matters.
12. Liaise with other levels of government, financial institutions, local Boards/Commissions, auditors, other Departments, consultants, etc., on financial, M.I.S., Purchasing and/or other Treasury Department matters.
13. Formulate Terms of Reference and make recommendations on the hiring of consultants to assist with and/or undertake financial, auditing, M.I.S. and/or other projects as required; monitor their work, and administer the agreements.
14. Prepare reports, make recommendations/presentations and attend Council/Committee, Senior Management, community group, public and/or other meetings, as required.
15. Participate as a member of the Senior Management Team providing input on departmental/corporate planning and strategic initiatives; lead and/or participate on project teams, as assigned; and champion the corporate mission and values departmentally, among departmental colleagues and corporately.
16. Perform other duties as may be assigned in accordance with corporate objectives.

EDUCATION, SKILLS and EXPERIENCE

1. Degree in business or public administration or equivalent, an accounting designation (CA, CM, CGA), CMO designation an asset, together with a minimum of five years' of senior municipal finance experience, or an equivalent combination.
2. Thorough working knowledge of financial, purchasing, and accounting principles and practices, investment and debt management, provincial grant processes, applicable legislative/regulatory standards, property taxation, financial information systems and associated evaluative techniques, auditing principles and practices, and local government functions/responsibilities.
3. Excellent communication, organizational, analytical, problem-solving, leadership, time management, financial management, strategic planning, presentation, and supervisory/management skills.
4. Thorough working knowledge of Microsoft Windows and Office applications.
5. Valid Class 'G' Driver's license and reliable vehicle to use on corporate business.

PHYSICAL DEMANDS and WORKING CONDITIONS

Physical demand requires no undue fatigue regarding sitting, standing and walking. Work is conducted in a standard office environment with continual visual concentration required.

Normal hours of work are 35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday; attend Council, Committee and other meetings held in the evening and/or weekend, as required.

CONTACTS

Communicates regularly with all levels of staff, various government agencies, elected officials, consultants, builders, community/special interest groups/agencies, solicitors, real estate agents, land developers, ratepayer groups and the general public.

REVIEW

Incumbent _____

Date _____

Chief Administrative Officer _____

Date _____