



# Township of East Zorra-Tavistock

## Job Description

### Finance Manager (Treasurer)

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1. **Position Title:**

Finance Manager (Treasurer)

2. **Date Approved and Revision History:**

February 2016

September 2016 – minor revisions

3. **Pay Grid:**

- a. Grade 16 - 18 – Based on Education, 35 Hours per Week, Full Benefits, OMERS

4. **Reporting Relationships:**

- a. Reports to:

i. Chief Administrative Officer

- b. Supervises:

i. Tax Collector / Deputy Treasurer

ii. All treasury functions conducted by a variety of staff.

5. **Purpose:**

- a. To manage all aspects of the Township's Treasury and Finance Department.

6. **Scope of Position:**

- a. Work is varied and often in response to Council decisions in addition to the ongoing operations of the Township
- b. All work is performed according to Township policy or is rooted in legislation - the incumbent is expected to organize work flow and work independent of close supervision

**7. Responsibilities:**

- a. Regular updates to the CAO and Council on departmental activities, projects and plans.
- b. Attendance at Council meetings as required.
- c. Discharge duties of Treasurer as per Section 286(1) of the Municipal Act and other relevant legislation, including assuring the integrity of financial practices, and associated billing, collection, record-keeping, reporting/banking/investment and reserves/funds administration.
- d. Treasury
  - i. Develops, recommends and if approved, implements short and longer-term financial strategies to address financial objectives of the Corporation including a funds investment policy, recommendation and institution of reserve and reserve fund accounts, coordination of debenture issues and approvals, provision of advice to Council and/or staff on methods of funding/financing various activities/projects, and the development and implementation of financial plans and regular monitoring/analysis reporting.
  - ii. Oversees all elements of the Treasury function for the Township, including but not limited to Audit, Accounts Payable, Accounts Receivable, Property Taxation, General Ledger, Banking, Drain Accounting, Recreation Accounting, FIR, HST, Grants, Payroll finance elements, etc.
  - iii. Develops and implements systems and processes for the efficient operation of the Treasury Department.
  - iv. Works with the CAO and Department Managers to develop and implement financial systems and controls for all departments.
  - v. Works with the CAO and Department Managers to prepare the annual budget and 10 year Capital Forecast.
  - vi. Works with the Corporate Services Manager to provide oversight and supervision of employees involved in treasury functions.
  - vii. Maintains and updates the Township's Asset Management Plan and associated information related to Tangible Capital Assets.
  - viii. Primary contact for the external auditor, organizes annual audit and year end processes.

- ix. Primary contact for all financial activities such as banking, County, neighbouring municipalities, Provincial Ministries, CRA, AMO (Gas Tax), etc.
  - x. Coordinates grant application processes and associated reporting.
  - xi. Financial reporting for departments and Council.
  - xii. Responsible for all financial reports, returns, filings and submissions for the Township.
- e. Other
- i. Takes on special projects and/or research as required or directed by the CAO. Such projects may cross departmental lines and require cooperation from departments other than Treasury.
  - ii. Assists with the Municipal Election.
  - iii. Other duties as assigned and consistent with the other responsibilities set out in this job description.
- f. See the current “Detailed Task List” for more information and specific tasks to be completed by this position.

**8. Working Conditions:**

- a. Work is subject to shifting priorities.
- b. Work is performed in full view of the public
- c. Some risk due to stress and verbal abuse when dealing with irate ratepayers who will not or cannot accept Township by-laws and regulations or who deny tax delinquency.
- d. Certain sense of urgency due to public service
- e. Some tasks are subject to very strict deadlines and legislative requirements.

**9. Hours of Work:**

- a. Thirty-five (35) Hours per Week
- b. Normal hours are 8:30 a.m. to 12:00 noon, 1 p.m. to 4:30 p.m. Monday to Friday.
- c. Attendance at occasional meetings outside of the normal working day may be

required

**10. Working Relationships:**

- a. With CAO - Receives direction and guidance for non-routine assignments. Discusses Township operations and priorities in an effort to provide efficient and effective Township administration. Discusses personnel matters and township policies, as required. Provides advice and recommendations on financial matters.
- b. With Council – Provides support and advice on financial matters, as required to facilitate Council's decision making responsibility
- c. With other Management Staff - Provides co-operation for harmonious working relationships. Provides advice and assistance with respect to financial, treasury and accounting matters.
- d. With Support Staff – Provides direction, supervision, management and training with respect to financial, treasury and accounting matters. Ensures both internal and external services are provided in a timely, accurate manner.
- e. With the Public - Provides information and assistance; helps with applications, maintains a high level of tact and courtesy.

**11. Knowledge and Skills:**

- a. Training and education in Accounting, Finance or Business Administration.
- b. Very good computer skills, including word processing, spreadsheet and database usage.
- c. Training and experience in office methods
- d. Knowledge and understanding of the municipal administration procedures, working knowledge of the accounting and tax system (currently Microsoft GP Dynamics)
- e. Ability to organize priorities and to work independently
- f. Ability to serve and work with the Public

**12. Formal Education:**

- a. Graduate of a post secondary education program in Business Administration, Accounting, Office Administration or similar program.
- b. AMCTO, OMTRA and/or MFOA certification and membership

- c. Training in computerized office software applications
- d. CPA designation preferred.

**13. Impact of Errors:**

- a. Errors in giving information to the CAO, Council and public could lead to inadvertent misleading of the public, poor public relations and embarrassment to staff, self and Council.
- b. Accounting errors could result in costly duplication of effort to correct, could result in incorrect financial statements being produced.
- c. Clerical errors could be traced and corrected after costly duplication of effort and annoyance

**14. Control:**

- a. General supervision from the CAO based on Council policy and applicable legislation and standards.

**15. Licences and Certifications**

- a. Must hold a valid Class “G” Drivers Licence

**16. Health & Safety**

- a. Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises.