

The Township of Huron-Kinloss

POSITION DESCRIPTION

Position Title: Manager of Financial Services/Treasurer			
Reports to:	CAO	Last Revision Date	November 2023
Department:	Treasury	Positions Supervised:	Taxation & Revenue Clerk, Payroll & Asset Coord., Admin. Assistant-Finance
Position Status:	Full Time	Job Grade:	
Nature and Scope of Position:			
The Manager of Financial Services/Treasurer, as the chief financial officer of the corporation, provides for the control, management and efficient and effective administration of the financial accounting and data processing functions of the Corporation in the areas of planning and budgeting, accounting, investment and fund management, tax and water revenue, risk management, payroll and purchasing.			
Key Result Areas	Major Responsibilities		Success Indicators
Delivery of Programs and Services	<ul style="list-style-type: none"> Performs the statutory and other duties of the Municipal Treasurer under the Municipal Act and other Acts of the Legislature. Directs and oversees tax collection. Acts as the Admin & Finance Officer for the Municipal Emergency Community Control Group. 		<ul style="list-style-type: none"> Municipality is in compliance with all statutory and legislative requirements. Taxes are collected according to legislation and policy.

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		<ul style="list-style-type: none"> • Tax arrears are minimized.
Financial	<ul style="list-style-type: none"> • Responsible for the establishment and control of all financial and accounting systems and procedures, including cash flow, investment and trust funds. • Develops a system of financial reporting, establishes accounting controls and coordinates the purchasing function. • Records and reports reserve and reserve fund activity. • Prepares, consolidates and monitors the annual capital and operating budgets. • Identifies cost sharing arrangements, subsidies and grants and advises Council. • Creates revenue generating and expenditure reduction plans. • Provides policy advice related to financial issues to Council and other municipal departments. 	<ul style="list-style-type: none"> • Effective financial controls are in place. • Budget and other financial reports are prepared on time and monitored regularly. • Purchasing and other financial policies in place. • Effective financial management strategies utilized.
Leadership and Departmental Management	<ul style="list-style-type: none"> • Supervises treasury staff, interviewing and hiring new employees, carrying out performance appraisals, directing the training and development of staff and carrying out disciplinary action. • Attends Council and Committee of Council meetings to provide advice and guidance and implements resulting actions. • Prepares reports and a variety of schedules leading to the production of annual municipal statements, Financial Information Return, and schedules in accordance to PSAB and CICA Standards. 	<ul style="list-style-type: none"> • Annual performance reviews completed on time for all employees in the department. • Demonstrates commitment to the values and principles of the organization.

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	<ul style="list-style-type: none"> • Develops and implements a successful Asset Management Plan. • Manages the Townships insurance and risk management program. • Demonstrates commitment to the values and principles of the organization and as a change leader fosters the development of a corporate culture based on the values and principles adopted by Council. • Ensures compliance with the Occupational Health and Safety Act and, any and all regulations made under the Act. 	<ul style="list-style-type: none"> • Ensures that documentation is prepared and available following the appropriate guidelines. • Sufficient insurance and appropriate risk management program in place.
Business Planning	<ul style="list-style-type: none"> • Recommends long and short term goals and objectives and strategies of the Organization. • As a member of the management team, develops, recommends and implements a long-term business plan for the Township. • Works with the senior management team and Council to develop a strategic plan for the Township. 	<ul style="list-style-type: none"> • Actively participates in business and organizational planning.
Public Relations/Customer Service	<ul style="list-style-type: none"> • Demonstrates a strong public service orientation. • Responds promptly to public queries and requests. • Resolves public concerns and complaints. 	<ul style="list-style-type: none"> • Responds to internal and external inquiries in a timely professional manner
Other related duties as assigned.		

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Qualifications
<p>Education:</p> <ul style="list-style-type: none">• Post secondary education, accounting designate• Knowledge of related municipal and provincial legislation and policies, ie municipal act, assessment act, tax collection policy, OH&S Act.• AMCTO program• Knowledge related to investing, cash management, payroll and insurance
<p>Experience:</p> <ul style="list-style-type: none">• Combination of management experience, formal training, successful working experience in municipal/public administration (AMCTO program, Municipal Management, Municipal Finance)• Working with the public
<p>Skills:</p> <ul style="list-style-type: none">• Human Resource management skills• Math, analytical, problem solving skills• Developed conflict management skills• Ability to prioritize• Presentation and report writing skills dealing with complex and technical information, often confidential
Physical 'Effort & Working Conditions
<ul style="list-style-type: none">• Work is typically performed in an office environment with minimal exposure to hazards.• The mental effort requires considerable and constant degree of concentration.• Many interruptions and inflexible deadlines (payroll).• Problems to be addressed are complex and varied and require experience and skill to solve.• Hours of work include overtime and evening meetings.

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- Work generally has a low risk of injury.

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.