



Job Specifications

Director Of Financial Services / Treasurer

1.0 POSITION SUMMARY

Reporting to the Chief Administrative Officer, the Director of Finance and Treasurer administers and monitors the finances of the Municipality, prepares budget estimates, calculates tax rates and provides financial and budget advice to the CAO, Department Heads, Council, Boards and Committees. They will direct and monitor the work of staff in the Treasury and Information Technology (I.T.) Departments, setting policies and procedures for the efficient delivery of Treasury services to the public.

2.0 RESPONSIBILITIES

1. Under the direction of the Chief Administrative Officer, the Director of Financial Services is responsible for the financial operations of the Town of Kingsville, providing cost benefit analysis of services and purchases, cash flow management, research and completion of various grant applications financial reporting requirements. In addition, the Director holds the statutory position of Treasurer and acts as an authorized officer of the corporation for all agreements, payments and related reporting.
2. Responsible for the oversight of the efficient and effective delivery of all main reception, cash receipting, taxation billing and collections, utility billing and collections, payroll and benefit processing, drainage and accounts receivable billing and collections of the municipality.
3. Responsible for managing, sourcing and reporting all long-term debt instruments and financial investments of the municipality to ensure the municipality's credit standing is protected.
4. Responsible for providing direction and supervision of employees in the Financial Services Department. This responsibility includes competency of the requirements under the Occupational Health & Safety Act as it translates to the ability to recognize hazards and the ability to incorporate recommendations and requirements accordingly.

5. Direct and monitor the work of staff in the Treasury and Information Technology (I.T.) Departments, setting policies and procedures for the efficient delivery of Treasury services to the public.
6. Ensures that all required insurance coverage is in place for the municipality including annual negotiation of renewal rates.
7. Represent the Town as a member of the POA Liaison Committee.
8. Perform Administrator function for MTO/ARIS Parking Infraction program requiring access/use of MTO Provincial Licence Plate Database to issue Notices of Impending Convictions, monthly and annual reporting to the MTO, balancing of parking ticket revenues, outstanding tickets and coordination of FTA meetings with external legal counsel.
9. Member of the Emergency Operations Centre (EOC) in the event of an emergency.
10. Act as a Commissioner of Oaths (secondary to Corporate Services Department staff).
11. Adhering to all corporate policies and procedures. Ensuring all staff operates within confines of policies and procedures. Ensures that occupational health and safety standards are strictly enforced in all areas and locations.
12. Monitoring the municipality's revenues and expenses. Identifying and reporting budget variances with recommendations to Department Managers, CAO and Council regarding adjustments. Coordinating monthly financial reporting to Department Heads, Boards and Council.
13. Overseeing the preparation and timely submission of financial statements, tax returns, financial reports and information required by external auditors.
14. Responding to inquiries from and liaises with taxpayers, citizen's groups/associations, special interest groups, commercial interests, other governments or agencies and representatives of the financial community.
15. Preparing and submitting annual business plan and budget (operating and capital) for the Finance Department. Monitoring the performance of the department, the strategic plan and budget. Initiating corrective action as necessary.
16. Developing and updating annual Capital and Operating Budget based on information supplied by Department Heads for consideration by CAO and

presentation to Council. Preparing financial reports for Council and Finance Committee.

17. Implementing approved financial policy and enforcing all financial by-laws and policies.
18. Accessing and taking advantage of grants, subsidies and other sources of funding available to Municipality through a variety of ministries or agencies.
19. Providing advice to CAO and council on the state of the Municipality's finances and on actions required to meet municipality's financial obligations and objectives.
20. Developing and recommending new or revised policies for department to ensure effective functioning.
21. Ensuring appropriate internal controls are in place to secure municipal assets. Overseeing municipal insurance plans and works with the CAO on risk management issues.
22. Establishing operating procedures, work methods and standards covering the corporate chart of accounts, accounts payable, accounts receivable, capital asset sub-ledger, tax billing/collection, tax write-offs/tax sales and the preparation of monthly, quarterly and annual financial statements and accounts.
23. Keeping the CAO informed of activities and operations. Analyzing and providing remedies to problems/potential problems.
24. Attending Committee, Council, Department Head and other meetings as required.
25. Participating as a member of the Senior Management Team providing input on departmental/municipal planning and strategic initiatives.
26. Performing other duties as assigned in accordance with corporate objectives.

3.0 QUALIFICATIONS

1. Completion of a post-secondary honours degree in Accounting, Business, Finance or equivalent, with a minimum of eight (8) years' experience in a related role and attainment of a CPA, CA professional accounting designation.
2. Knowledge of legislation and regulations pertinent to the financial function.

3. Sound knowledge of computer and automated accounting systems and report writing.
4. Ability to effectively and efficiently manage staff in an unionized environment
5. Superior knowledge of municipal finance, revenue and expenditure controls and asset management;
6. Proven management experience with an effective ability in linking organizational and departmental goals and objectives;
7. Excellent leadership skills with an ability to communicate effectively with all levels of staff, elected officials, the business community and general public, with experience providing direction to staff;
8. Possess superior oral and written communication and interpersonal skills;
9. Effective analytical, research, presentation, negotiation, collaboration, conflict resolution and project/time management skills;
10. Ability to work a variety of shifts as required, including: days and evenings;
11. Ability to provide a valid class G Ontario driver's license with an appropriate drivers' abstract and clean criminal reference record upon hire;
12. Ability to lead, work with and contribute positively to a service oriented team.

4.0 WORKING CONDITIONS

Work is in an office environment on a 35 hour work week with some after-hours work required.

5.0 WAGE RATE

\$105, 583 - \$131, 979 (Salary Group 10)

Comprehensive benefits package.

Non-union position.