Job Title:	Director of Financial Services / Treasurer
Department:	Financial Services
Reports To:	Chief Administrative Officer

Job Summary:

The Director of Financial Services / Treasurer provides strategic leadership, direction, and oversight for the Township's financial operations and long-term financial sustainability. As a member of the Senior Leadership Team, the Director collaborates with Council, the CAO, department leaders, community stakeholders, external service providers, and government agencies to support corporate objectives and ensure the effective delivery of municipal services.

This position fulfills the statutory responsibilities of Treasurer under the Municipal Act and is accountable for all municipal financial functions, including budgeting, financial planning, accounting, taxation, treasury and cash management, asset management financial planning, development charges, financial reporting, and internal controls. The Director ensures legislative compliance, sound fiscal management, and the provision of strategic financial advice to Council and senior administration.

The Director of Financial Services / Treasurer directly supervises the Manager of Financial Services / Deputy Treasurer and provides overall leadership and direction for the Finance Department through that position.

Primary Duties and Responsibilities:

1. Leadership Activities

a) Serve as a member of the Senior Leadership Team and provide strategic financial advice and recommendations to the CAO, Council, and corporate leadership.

b) Establish and implement the department's vision, goals, business plans, and performance measures to support corporate objectives and continuous improvement.

c) Provide leadership, guidance, coaching, and direction to the Manager of Financial Services / Deputy Treasurer to ensure effective departmental operations, service delivery, employee development, and compliance with corporate policies and procedures.

d) Assess organizational and departmental resource requirements and participate in workforce planning, recruitment, succession planning, and staffing recommendations.

e) Oversee the Township's insurance portfolio and corporate risk management programs to mitigate organizational risk.

f) Lead or participate in corporate projects, strategic initiatives, and cross-departmental teams as assigned by the CAO.

g) Support and coordinate grant funding opportunities and applications that advance Township priorities and strategic initiatives.

2. Operations

a) Direct and oversee all municipal financial functions, including general accounting, financial reporting, taxation, treasury management, reserve and reserve fund administration, payroll oversight, user-rate systems, and financial support to boards and committees.

b) Lead the development and coordination of the Township's annual operating and capital budgets, long-range financial planning, and ten-year capital forecasts in collaboration with the CAO, senior leadership, and departmental managers.

c) Provide strategic financial analysis, forecasting, and recommendations to support decision-making and ensure long-term financial sustainability.

d) Ensure all taxation, local improvement charges, and other municipal revenues are accurately levied, billed, collected, and administered in accordance with applicable legislation.

e) Oversee cash management activities, including cash flow monitoring, banking relationships, investments, debt management, borrowing requirements, and related financial transactions.

f) Direct the development, implementation, maintenance, and continuous improvement of financial systems, accounting processes, internal controls, and financial policies.

g) Ensure the preparation and submission of all statutory financial reports, annual financial statements, Financial Information Returns (FIR), and other legislated reporting requirements in accordance with applicable accounting standards and legislation.

h) Authorize and oversee municipal disbursements and financial commitments within approved authorities and Council-approved budgets.

i) Oversee financial components of the Township's Asset Management Program and ensure alignment with long-term financial planning strategies.

j) Administer and oversee Development Charges, including legislative compliance, financial reporting, and reserve management.

k) Provide strategic oversight of corporate information technology investments, service delivery arrangements, and technology-related financial planning.

l) Ensure compliance with municipal procedures, financial by-laws, and corporate policies related to financial administration and governance.

m) Maintain records and registers related to municipal debt, debentures, and financing arrangements.

3. Public Interactions with Council and Committees

a) Attend and participate in Council, Committee of the Whole, Senior Leadership Team, public consultation, stakeholder, and professional association meetings as required.

b) Serve as a member of the Municipality's Audit Committee, Municipal Emergency Control Group, and Treasurer for the Ramara Library Board.

c) Prepare and present reports, recommendations, financial analyses, and presentations to Council, the CAO, committees, and senior management.

d) Respond to financial inquiries and provide guidance, interpretation, and advice to Council, staff, residents, government agencies, auditors, and external stakeholders.

e) Foster positive working relationships with community groups, funding agencies, regulatory bodies, and other levels of government.

4. Compliance

a) Fulfill all statutory responsibilities of the Treasurer in accordance with the Municipal Act and other applicable legislation.

b) Monitor legislative changes, regulatory requirements, and municipal finance best practices, providing recommendations and guidance to Council, the CAO, and staff as required.

c) Ensure compliance with generally accepted accounting principles (GAAP), Public Sector Accounting Standards (PSAS), municipal by-laws, policies, and financial regulations.

d) Liaise with external auditors and coordinate the annual audit process, ensuring timely completion and implementation of recommendations where appropriate.

e) Ensure the confidentiality, security, and appropriate management of information in accordance with applicable privacy and records management legislation.

f) Comply with and promote adherence to the Occupational Health and Safety Act, corporate health and safety policies, and the Township's Code of Conduct.

g) Provide oversight and guidance to ensure payroll, financial processes, and administrative practices comply with legislation, collective agreements, contracts, and municipal policies.

Supervisory Responsibilities:

- Manager of Financial Services / Deputy Treasurer

Education, Experience and Qualifications:

- Chartered Professional Accountant (CPA) designation preferred
- Seven (7) years of progressive experience at a senior management level that included responsibilities in accounting, and financial services.
- Strong knowledge of the relevant municipal acts and legislative framework.
- Municipal experience is preferred.
- Strong leadership and interpersonal skills with a demonstrated ability to effectively interact with senior management; skilled in negotiating, influencing, and consensus building among diverse groups
- Results-oriented individual, with excellent analytical skills, experience in developing sound methodologies and an interest in policy, process and financial control frameworks.
- Excellent communication skills, presentation skills and report writing.
- Working knowledge and experience with enterprise financial systems, such as; Keystone Software is an asset
- Demonstrated experience in change management process, implementation and follow-up
- Demonstrated high level of critical thinking with the ability to perform in a proactive and strategic manner and adapt to shifting priorities and goals successfully
- Ability to “present” well in a manner that values tact and diplomacy in a political and client-based environment
- Proficiency in Microsoft applications

Required Certifications:

- Certified Municipal Revenue Practitioner (CMRP) (preferred)
- Chartered Professional Accountant (CPA) (preferred)

Applicable Regulations:

- The Municipality Act 2001
- Provincial Legislation

Physical and Mental Demands of Position:

	Physical Demands		Mental Stress
	Shift work schedules	X	Multiple tasks, heightened pace
X	8 to 12 hour shifts	X	Stressful situations
	Prolonged periods of standing	X	Supervisory responsibility
	Lifting up to 50 lbs.		Exposure to critical/traumatic incidents
	Lifting exceeding 50 lbs.	X	Dealing with Public
	Walking		Working Alone
X	Prolonged periods of sitting		Stranger Danger
	Bending/twisting		Operating Heavy Equipment in inclement weather
	Operating motorized equipment	X	Training
	Operating non-motorized equipment		**Environmental/Chemical Exposure to:**
	Extreme Heat		Extreme Dust
	Extreme Cold		Flying Insects
X	Eye Strain		Water (Flood, Algae, Steam)
	Walking in Rough Terrain		Electrical (i.e. hydro lines)
	Climbing		Utilities digging (gas/hydro)
	Physical Exertion		Animal (dead/alive), (domestic/wild)
X	Mild (sedentary pace)		Noxious Weed (poison ivy, oak)
	Moderate		Trees/ Branches (fallen/unstable)
	Challenging (high physical demands)		Hazardous Waste
	Repetitive Movement Related to:		Chemical Handling:
X	Computer use		Hot tar
X	Equipment use		Flying Debris
	Task performance		Noise
			Weather: Rain, Snow
			Working in low light or at night

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. There are other duties and responsibilities that are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.