



Village of Point Edward Position Description

Title: Treasurer
Department: Finance and Treasury
Reports to: CAO
Salary band: 11

Job Summary

The Treasurer is responsible for the general control and management of the Finance Department and is responsible and accountable to the CAO. This position acts as the municipal officer in charge of technical and administrative policy for the Finance Department, including accounting, taxation, and water billing. This position will perform the responsibilities of the Treasurer under the Municipal Act and other relevant legislation. In addition, this role supports all the departments by providing accurate financial data for decision making. The role assists with grant writing and reporting, guideline compliance and deadlines.

Responsibilities

Strategic Leadership

- Responsible to develop a long-term financial strategy for Village operations and capital projects, utilizing alternate revenue streams and new investment opportunities, with a focus on the long-term financial health of the corporation.
- Creates a diversified investment plan for the corporation utilizing alternate revenues with a goal of supporting long term financial priorities.
- Responsible to monitor grant opportunities from other levels of government, advises the CAO and Council and recommends preparation of applications anticipating application periods and qualifying projects to support the timely entry of applications for grant programs.
- Shares with the CAO in the corporate oversight of the strategic plan and implementation of cross-departmental projects and issues.

Department Operations

- Directs all financial and accounting functions for the municipality and reports to Council and the CAO on financial matters, including the development and implementation of methods and controls policies and procedures relating to finance, accounting and computerization of the municipality.
- Responsible for the day-to-day banking and cash flow of the Village and the short-term investment of surplus funds. Arranges for interim financing and issuance of debentures for capital projects as required.
- Recommends the necessary and/or appropriate tax rates for recommendation to Council.
- Analyzes complex financial issues, ensures the importance of excellence in cost effective service delivery and communicates financial concepts in plain language.

- Prepares the annual budget (operating and capital) and monitors and reports on the budget's performance throughout the year, providing appropriate reports and financial information to the CAO and department heads on a minimum monthly basis.
- Acts as custodian of the revenues and securities for the municipality.

Financial Administration

- Responsible for all financial reports required by the Federal and Provincial governments.
- Maintains reports on tangible capital assets in accordance with PSAB standards.
- Monitors budgets of all departments in accordance with established policies and guidelines and reports to Council/Committee as required.
- Provides financial advice to the CAO, Council, Department Heads and staff, prepares revenue and expenditure forecasts, estimates financial effect of agreements, analyze specific projects, etc.
- Administers procurement policies and procedures, providing guidance to staff and Council as needed.
- Coordinates the preparation of Financial Statements for review by the Auditors.
- Ensures safekeeping of all letters of credit, securities, and performance bonds.
- Provides certification of taxation and finance documents and municipal records, as required. Directs and controls tax and utility billing and collection functions.
- Provides leadership and record keeping for all financial requirements such as Asset Management Planning and Debt Retirement Obligations.

Communication/Relationship Management

- Ensure a high level of customer service is provided by self and all staff when responding directly to inquiries, complaints, or requests for service from the general public, residents, staff, or Council.
- Prepare and present reports to Council or Committee regarding department programs, activities, or progress. Attend Council meeting as directed by the Chief Administrative Officer.
- Working with other departments to prepare funding grants and proposals.
- Represent the department or Village on various committees or task forces representing their interests.
- Develop positive working relationships internally with staff and Council and externally with suppliers and contractors.

General Administration

- Processes all insurance claims, maintains inventories of Village equipment and buildings and liaises with the insurance agent and company.

Education and Experience

- CPA Designation with a 4-year university degree in Business Administration, Accounting, Finance.
- 4-6 years experience in a municipal setting.

Additional Skills

- Strong communicator with excellent interpersonal, organizational, leadership, analytical and customer service skills.
- Understanding of the Municipal Act.
- Strong knowledge of financial reporting standards, tax laws, and investment strategies.
- Effective leadership approach that respects the role of municipal Council and staff, is decisive, listens well, is pro-active in solving issues and problems and supports a team-oriented model.
- Strong attention to detail and ability to prioritize tasks effectively.
- Proficiency in the use of computers including knowledge of Microsoft Office and role specific software applications is required.
- Class G drivers license with excellent driving record.

Supervision of Others

Direct Supervision: none

Indirect Supervision: none

Functional Supervision: Position provides functional direction to all staff regarding financial matters. Implements policies and procedures that must be followed.

Physical/Sensory Demands

This position requires sitting, walking, and standing in a traditional office environment 100% of the time and does not involve physical exertion or manual labor.

This position requires continuous sensory demands, including high levels of mental effort and attention to detail such as processing financial documents like financial statements, tax spreadsheets, and water bills, responding to routine demands for information through emails, phone calls, and filing, participating actively in meetings on a daily or weekly basis, and performing multiple tasks simultaneously where accuracy of detail is essential.

Working Conditions

Traditional office environment with exposure to emotionally upset clients regarding taxes or notice of sale. Work regularly requires high levels of concentration that is often interrupted.