

**MUNICIPALITY OF HURON EAST  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Director of Finance/Treasurer	
<b>Department:</b>	Administration	
<b>Reports to (Title)</b>	Chief Administrative Officer	
<b>Job Description last updated on (Date):</b>	November 12, 2024	

<b>POSITION DETAILS</b>	
Position Status (full-time/part-time/seasonal)	Full-Time
Primary Work Location	Town Hall
Pay Method (salary/hourly)	Salary
Normal Workweek (# of hours)	40 hours / week + meetings
Overtime Status (paid/unpaid/rate/after x# hours)	Unpaid
Benefits:	OMERS? YES Group Benefits? YES

<b>GENERAL DESCRIPTION (OVERVIEW) OF POSITION</b>	
<p>The Director of Finance is responsible for the overall financial stewardship and risk management program of the municipality through the development and adoption of appropriate policies, long-range plans and strategies and compliance with regulatory reporting requirements and appropriate accounting standards.</p>	
<b>1.</b>	<p><b>Scope of position</b></p> <ul style="list-style-type: none"> <li>i. Assumes the statutory duties of the Municipal Treasurer as stipulated in the Municipal Act and other Acts including assuring the integrity of financial practices, and associated reporting/banking/investment and reserves/funds administration.</li> <li>ii. Provides leadership, direction and vision to full time non-union staff, part-time and temporary staff and contract service providers within the Finance Department. Motivates, coaches and guides staff, ensures that appropriate development strategies, plans, and training are in place to develop a high performing workforce, ensures that mechanisms are in place to transfer knowledge of external best practices, and ensures compliance with applicable legislation.</li> <li>iii. Accountable for the implementation and monitoring of the municipality’s fiscal strategies, and the day to day delivery of finance programs and services in alignment with PSAS, community needs, organization’s strategic direction and legislative requirements.</li> <li>iv. Develops and recommends short and long-term financial strategies to address financial objectives of the municipality, including leading the development &amp; updates of the fees and charges by-law, fund investment, recommendation &amp; creation of reserve and reserve fund accounts, and coordination of long-term debt issue &amp; approvals.</li> </ul>

- v. Directs the organization and administration of the Finance Department ensuring compliance with statutory and regulatory requirements.
- vi. Directs and coordinates cash flow management and investment policies & practices to maximize return within legislative requirements; monitors & liaises with the municipality's fiscal agent or provincial funding agency in preparation for issuance of long-term debt as required.
- vii. Monitors, evaluates and reports on the effectiveness of policies, procedures and systems and how they meet the strategic and operational plans of the municipality for areas of responsibility.
- viii. Provides unbiased professional advice to Council and senior management team relating to financial implications of proposed actions.
- ix. Monitors the continual updating of the municipal Asset Management Plan in conjunction with all department heads, ensures that the municipal asset data base is up-dated as assets are acquired or disposed of and verifies that appropriate financial records are kept for audit verification purposes
- x. Assesses and evaluates internal controls and segregation of duties to ensure that systems and processes are functioning as designated and recommends and implements changes to ensure that the municipality's assets are properly safeguarded.
- xi. Develop, review and revise departmental and Finance related Municipal policies and procedures, service levels and standards/performance measures, administrative processes and requirements.
- xii. As a member of the senior management team, acts as champion in the municipality's strategic goals, of leadership, development, implementation and measurement of continuous improvement initiatives, department and corporate performance, customer service, technology and process improvements. Provides input on strategic initiatives; leads and/or participate on corporate project teams, as assigned.
- xiii. Identify and track grants and subsidies available from various government agencies/departments and other sources; coordinate preparation and submission of applications and progress reporting as required.
- xiv. Prepare reports and attend Council, Committees of Council and other internal/external meetings and special events as required; make presentations, provide advice/guidance; make recommendations on standards and levels of service, policies and procedures.
- xv. Undertakes representative duties as the Director of Finance-Treasurer with the community, provincial and inter-municipality as required/directed; and acts as an "ambassador" for the municipality supporting and championing corporate goals and decisions within the community in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times.
- xvi. Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology relating to the department in order that professional competence is maintained.
- xvii. Ensures confidentiality of documents in accordance with MFIPPA.
- xviii. Member of the Emergency Control Group and an active participant in municipal Emergency Management planning.
- xix. Other duties as may be assigned by the Chief Administrative Officer

<b>2.</b>	<b>Key Responsibilities</b>
	<ul style="list-style-type: none"> <li data-bbox="199 289 1453 468">i. Responsible for the overall planning, development and financial management of the municipality's financial systems. Ensure that cost effective service delivery programs are in place that meets the legislative requirements for maintenance of the assets and encourages innovation and best practice approaches to provide service value.</li> <li data-bbox="199 468 1453 573">ii. Reviews and recommends changes to the Chief Administrative Officer on departmental strategy such as short and long-term plans, in order that department methods are compatible with and compliment the corporate goals and objectives.</li> <li data-bbox="199 573 1453 646">iii. Oversees tax collection activities including the collection of arrears, tax sales, and associated reporting.</li> <li data-bbox="199 646 1453 720">iv. Responsible for managing and monitoring employee payroll and benefit programs. Oversees agreements with insurance and benefit providers.</li> <li data-bbox="199 720 1453 867">v. Oversees the development of, and authorizes, corporate and departmental procedures respecting accounting, procurement, cash-handling and other internal financial procedures and controls to ensure appropriate accounting principles and practices, and legislative requirements are met.</li> <li data-bbox="199 867 1453 1161">vi. Establishes the process and guidelines for the annual business plan and budgetary exercise; Coordinates departments' preparation and submission of corporate multiyear operating and capital budgets, and overall budget presentation to Council; oversees and monitors the administration of approved budgets, and long-term capital forecasts and develops asset management plans to ensure long-term viability; establishes tax and user rates (water, storm water, waste water and street lights). Presents corporate budget to Council, Committees of Council, municipal boards, and public.</li> <li data-bbox="199 1161 1453 1266">vii. Presents quarterly financial executive summary reports to Council detailing current environmental factors, status of key projects, and corporate performance in relation to budget.</li> <li data-bbox="199 1266 1453 1518">viii. Oversees the annual audit of the municipality's financial management and accounting processes in consultation/cooperation with external auditors including implementation of recommendations emanating from audits. Responds to the auditor's management letters and recommends appropriate changes to systems and procedures based on identified issues. Prepares the annual consolidated Financial Statements + Notes, Financial Information Return, Provincial Performance Measures and other reports required by statute.</li> <li data-bbox="199 1518 1453 1770">ix. Responsible for the risk management program for the municipality; identifies, assesses, controls, measures and monitors various risks and opportunities for the purpose of achieving the municipality's strategic and financial objectives; Responsible for corporate insurance program including adequacy of insurance coverage, negotiation of premiums, procurement of carriers and takes required action in regards to insurance claims in consultation with Chief Administrative Officer and respective managers.</li> <li data-bbox="199 1770 1453 1875">x. Respond to enquiries and/or resolve complaints/concerns and keep Council, the Chief Administrative Officer and other senior managers informed of matters as required.</li> </ul>

- xi. Creates and maintains a customer-friendly department atmosphere and sets high expectations of staff to deliver superior customer satisfaction. Manages overall performance according to key performance indicators and seeks and implements operational efficiencies that enhance overall service delivery and customer service.
- xii. Formulate terms of reference and make recommendations on the hiring of consultants to assist with and/or undertake special projects as required; monitor their work, and administer the agreements.
- xiii. Uses a network of professional contacts to identify opportunities, gather market intelligence and seek input to problems and to analyze new and emerging technologies and standard practices and procedures; keep senior management apprised of opportunities and advances in technology that could provide economic or environmental benefit to the municipality.
- xiv. Ensure finance staff are knowledgeable of applicable health and safety legislation, are trained to act appropriately in emergency situations, practice safe program delivery, safely utilizing safe work practices; ensure that documented procedural information is available, and that necessary reports/follow-up to such incidents are completed and reported accordingly.
- xv. Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies, procedures, practices and operational guidelines, and perform safe work practices.
- xvi. Responsible for information technology systems and administration of information technology service providers. Makes recommendation to Chief Administrative Officer on hardware and software needs and updates, with particular attention and emphasis on the financial systems and security of the municipal information technology systems. Undertakes procurement of information technology needs as approved. Assists with set up and implementation of information technology.

## SECTION A: SKILLS

<b>1.</b>	<b>Knowledge</b>
<b>a)</b>	<b>Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc)</b>
	<ul style="list-style-type: none"> <li>• Must hold a Bachelor degree in Commerce, Business, Finance, Accounting or equivalent</li> </ul>
<b>b)</b>	<b>Formal Training (designation(s) or certification(s)) required:</b>
	<ul style="list-style-type: none"> <li>• Must hold CPA (CA, CGA or CMA) accounting designation</li> <li>• Must have and maintain a Criminal Reference Check</li> </ul>
<b>c)</b>	<b>Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.</b>

- Five (5) to ten (10) years of related municipal or public sector progressive experience.
- Minimum of five (5) year of senior level management experience.
- Experience working with job related software (Word, Excel, and information management software).
- Thorough knowledge of the Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, Development Charges Act, and other relevant legislation/regulations and/or guidelines as it relates to municipal administration/operations and issues; provincial/federal funding programs, property taxation, auditing, municipal by-law approvals processes; contemporary management practices.
- A strong knowledge of payroll, taxation, accounts payable/receivable and tendering procedures is required.
- Shall possess strong management and supervisory skills within a non-unionized environment, public relations, record keeping, problem solving, report writing, project/time management, analytical, communication skills, both oral and written and shall exhibit excellent interpersonal skills.
- Shall possess political acumen and exceptional customer service skills and the ability to deal courteously and effectively with elected officials, the general public, residents, staff, other departmental, corporate contacts, businesses and other levels of government.
- Must be competent within the meaning of the Occupational Health & Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality.
- Must ensure a high level of confidentiality, integrity and professionalism at all times.
- Availability to attend evening and/or weekend meetings or other events as required.
- Must possess and maintain a valid Class G Driver's Licence.

**d) Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands**

Time Management	Teamwork
Leadership and Supervision	Confidentiality
Computer knowledge/skills	Communication skills
Political acumen	Conflict resolution/negotiation
Knowledge of statutes: municipal by-laws and Provincial regulations	Strong initiative and willingness to learn and take on new tasks and responsibilities
Public relations: Public, Staff, Council	Records Management
Customer Service Skills	Work independently and with others.
Strong ethics	

<b>2.</b>	<b>Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:</b>
	<ul style="list-style-type: none"> <li>• Decisions are of a complex nature. This position is periodically empowered to act without CAO or Council approval with respect to major/complex issues.</li> <li>• This position spends a lot of time investigating alternatives, conducting research (i.e. statutory responsibilities) before making a decision.</li> <li>• The Director of Finance is required to work autonomously and make decisions within guidelines. Decisions made by this position often represent the department.</li> </ul>

<b>3.</b>	<b>Communication – written, verbal and interpersonal</b>
	a. Excellent interpersonal and communication skills are essential
<b>a)</b>	<b>Internal contacts (council, managers, non management staff)</b>
	Council, CAO, Department Heads, and staff
<b>b)</b>	<b>External Contacts (general public, suppliers, government, professionals, boards, etc)</b>
	General public, ratepayers, suppliers, government, professionals, ministry contacts, and boards.
	<b>Nature of the communication:</b>
	<ul style="list-style-type: none"> <li>• Communicates at a very high level: main focus is with staff, council and all outside agencies.</li> <li>• Large volume of information which must be detailed, deal with complex confidential information</li> <li>• Communication of highly complex information, negotiation, and communicating with difficult people and situations are regular occurrences.</li> </ul>

## SECTION B: EFFORT

<b>1.</b>	<b>Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.</b>
	<ul style="list-style-type: none"> <li>• Concentration required at times, some complexity to work, analysis and problem solving.</li> <li>• High level of confidentiality at all times.</li> </ul>
<b>2.</b>	<b>Physical &amp; Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.</b>
	<ul style="list-style-type: none"> <li>• Manual dexterity for using computer keyboard, high volume of work at times.</li> </ul>

## SECTION C: RESPONSIBILITY

<b>1.</b>	<b>Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning</b>
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- Performing of duties has an immediate effect on the provision of programs/services.
- Frequent contact with the public.
- Gives input to development and evaluation of programs/services.
- Responsible for department functions.
- High degree of accountability and accuracy.
- Significant consequence as a result of errors
- Responsible for overall fiscal planning of the corporation

<b>2.</b>	<b>Human Resources: personnel policies and procedures, supervision, health and safety, training</b>
<ul style="list-style-type: none"> <li>• Supervises or coordinates the work of the Deputy Treasurer/Tax Clerk who oversees the work of the Payroll Clerk, Accounts Payable Clerk/Receptionist, and Accounts Receivable Clerk/Receptionist</li> <li>• Supervises or coordinates the work of the Deputy Treasurer/Financial Analyst</li> <li>• Responsible for the department including HR policies, procedures and personnel files.</li> </ul>	

<b>3.</b>	<b>Material &amp; information resources – equipment, property, data records and software, confidentiality</b>
<ul style="list-style-type: none"> <li>• Responsible for storage and maintenance of material or information for the Finance Department.</li> <li>• Gives input into purchasing decisions by CAO or Department Heads.</li> <li>• Responsible for purchasing in the department (follows procurement policy and approves invoices).</li> <li>• Uses small equipment safely</li> <li>• Provides input for policies and procedures relating to financial records, services, and systems</li> <li>• Directly responsible for information technology including hardware and software systems</li> </ul>	

<b>4.</b>	<b>Financial Resources – budgets, treasury, accounting and confidentiality</b>
<ul style="list-style-type: none"> <li>• Work may be of confidential nature.</li> <li>• Responsible for the overall municipal treasury, accounting, and budget.</li> <li>• Consults with other Department Managers and CAO.</li> </ul>	

**SECTION D: WORKING CONDITIONS**

<b>1.</b>	<b>Physical surroundings and hazards</b>
<ul style="list-style-type: none"> <li>• Works in a pleasant physical environment.</li> <li>• Minimal exposure to hazards. Minimal risk of injury.</li> </ul>	
<b>2.</b>	<b>Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption</b>
<ul style="list-style-type: none"> <li>• Many interruptions.</li> <li>• Frequent contact with the public.</li> <li>• Frequent deadlines, must prioritize.</li> </ul>	

## SECTION E: APPROVAL

<b>Employee Approval</b> <b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Name	
Signature	
Date	

<b>Supervisor Approval</b> <b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	
Date	

<b>Next Level of Supervision (If applicable)</b> <b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	
Date	