



MUNICIPALITY OF
West Elgin

MANAGER OR CORPORATE SERVICES (TREASURER) JOB DESCRIPTION

Position Title: Manager of Corporate Services / Treasurer
Report to: Chief Administrative Officer
Position status: Full time
Pay Range: \$ 110,494 - \$134,432 (Band 10)

RESPONSIBILITIES

Scope of Position

Reporting to the Chief Administrative Officer, the Manager of Corporate Services/ Treasurer is a key leadership position that will specifically focus on overseeing the Finance/IT department, leading a team of talented professionals. The responsibilities of the role include performing the essential functions of the Municipal Treasurer adhering to the statutory duties outlined in the Municipal Act, demonstrating a comprehensive understanding of fiscal management principles, providing expert financial guidance and planning to various stakeholders, including municipal Staff, Council, and Committees. Additionally, the position will have oversight of the insurance and risk management program, safeguarding the municipality against potential risks, and key involvement in the municipal asset management plan contributing to the sustainable development and maintenance of essential infrastructure.

Key Responsibilities

- Provides leadership and supervises finance staff in the daily accounting, financial management, property taxation and related operations, water, ensuring appropriate practices, standards, controls and procedures are in place and consistent with standard accounting principles and Council By-Laws and directions.
- Supports the CAO with the financial aspects of the Municipality's short and long-range operating plans and strategies.
- Develops and implement annual departmental goals and objectives that are in alignment with Council's direction.
- Prepares the annual operating and capital budgets, and provide financial expertise to all internal departments, Council, and Committees. Regular, ongoing monitoring of the budget to actual revenue and expenditures and prepare applicable reports for staff and Council.

- Regularly reviews sources of funding from provincial and federal governments and other sources, and within the authority of the position or as directed by the CAO, prepares the appropriate application forms, proposals, and requests to secure funding.
- Ensures timely and accurate completion of all reporting records on property taxes, H.S.T., rebates and other financial requirements of the provincial and federal governments and any other statutory bodies.
- Directs and coordinates the banking needs as required for the municipality including short-term borrowing and investing in a manner as the laws of Ontario direct and in accordance with the by-law/resolutions of Council.
- Manages the payroll of the municipality for all Council members, employees, and volunteers, ensuring compliance with government regulations, compensation functions and employee benefits and pension programs.
- Responsible for the management and collection of municipal trust funds, tile loans and drainage assessments.
- Undertakes regular reviews of the property tax revenue collection and taxation systems and procedures, ensuring an annual setting of the tax rate that is to be recommended to Council, a regular review of delinquent property tax accounts, and undertake recommendations on actions on delinquent accounts as per Council direction and/or policy.
- Assists external municipal auditors.
- Works with the Municipal's insurance brokerage to ensure risk management is evaluated and a priority amongst all departments, safeguarding the municipality against potential risks.
- Initiates, investigates, recommends and reports on policy issues that have an impact on the Municipality regarding Treasury, Risk Management and IT functions
- Provides advice to Council related to the financial functions of the Municipality. Carry out special projects/assignments as directed by the CAO.
- Collaborate with the Manager of Infrastructure & Development Services and other staff with respect to the development and maintenance of the municipality's asset management plan.
- Oversee Four Counties Transit and legislative requirements

Other

- Ability to attend evening and weekend meetings, as required
- Assist with coordinating information with other departments as needed.
- Assist other departments as needed including coverage for absence.
- Other duties as assigned

Key Relationships to be managed

External

- Network with neighbouring municipal staff to develop best practices
- Provincial and municipal professional networks – Excellent communication including written, oral and interpersonal.
- Contractors and Consultants – Excellent communication and project management skills to coordinate external service contracts.
- General Public - Excellent communication including written, oral and interpersonal.

Internal

- CAO – Report to daily
- Council – Providing support and advice as required
- Business Analyst / Tax Collector- Provide direction and supervision
- Accounting Clerk - Provide direction and supervision

Public Relations

- Represent the Municipality as an official liaison on community projects, plans, and strategies.

Autonomy

- Leading Teams: Ability to communicate effectively and to maintain harmonious working relationships with others.
- Demonstrates honesty, integrity and political acuity
- Highly developed organizational and analytical skills.
- Ability to work in a fast-paced environment under pressure and meet deadlines.
- Tact and discretion required

QUALIFICATIONS

Formal Education and Training

Diploma/Degree/Certificate

- Bachelor's degree in business administration, accounting, or related field.
- Certified Professional Accountant (CPA) designation.
- An equivalent combination of education and experience

License

- Driver's License

Other Systematic Formal Instruction

- Extensive knowledge of financial and accounting principles, including GAAP for local government.
- Proficient in Microsoft 365 products
- In-depth knowledge of Keystone, Citywide or other municipal software products
- In-depth knowledge of the Revised Statutes of Ontario, particularly the Municipal Act, 2001
- In-depth knowledge of related Acts and regulations

- General knowledge of Ontario Health & Safety Act
- General knowledge of the Employment Standards Act
- General knowledge of corporate management, administration, planning, and services of local government.
- Active membership in AMTCO and/or MFOA with a commitment to continuous learning.

Work Experience

- Seven (7) years of related progressively responsible accounting or finance experience, preferably in the urban/rural municipal sector.

EFFORT & WORKING CONDITIONS

Physical Effort and Environment

- Normally indoor office and meeting room environment
- Due to nature of work, the position may experience long durations of sitting
- Extensive computer work

Mental Effort and Environment.

- Council/Committee requirements – ability to meet tight deadlines
- Various policies, legislated and administrative deadlines
- Ability to multitask and self-direct
- High degree of organizational abilities
- Daily interaction and support for the public
- Occasional exposure to unpleasant or irate people