



MUNICIPALITY OF West Elgin

TITLE: Manager, Corporate Services (Treasurer)
REPORTS TO: C.A.O.
POSITIONS SUPERVISED: 4
EFFECTIVE DATE: March 12, 2024

POSITION SUMMARY:

We are seeking an accomplished and dedicated leader to assume the role of Manager of Corporate Services/Treasurer within our dynamic team. As a key contributor to the municipal administration, you will report directly to the Chief Administrative Officer, playing a pivotal role in shaping and executing the strategic vision of the organization. This leadership position will specifically focus on overseeing the Finance/IT department, leading a team of talented professionals.

In this critical role, you will be instrumental in ensuring the municipality's financial health and stability. Your responsibilities will include providing expert financial guidance and planning to various stakeholders, including Municipal Staff, Council, and Committees. Adhering to the statutory duties outlined in the Municipal Act, you will execute the essential functions of the Municipal Treasurer, demonstrating a comprehensive understanding of financial management principles.

Your leadership will extend to spearheading the budget preparation and monitoring processes, playing a crucial role in fiscal responsibility and accountability. Additionally, you will take charge of the oversight of the insurance and risk management program, safeguarding the municipality against potential risks. Further, your involvement in the municipal asset management plan will contribute to the sustainable development and maintenance of essential infrastructure.

The successful candidate will possess a proven track record of effective leadership, financial acumen, and a comprehensive understanding of municipal governance. If you are a strategic thinker with a commitment to excellence, ready to shape the financial landscape of our municipality, we invite you to apply for this challenging and rewarding position. Join us in making a positive impact on our community through visionary financial management and strategic leadership.

PRINCIPAL RESPONSIBILITIES:

1. Provide 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.
2. Develop and implement annual departmental goals and objectives that are in alignment with Council's direction.
3. Prepare 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.
4. 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 C.A.O.-Clerk, prepares the appropriate application forms, proposals, and requests to secure funding.
5. 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.
6. Responsible to direct and coordinate 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.
7. Responsible to manage 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.
8. Responsible for the management and collection of municipal trust funds, tile loans and drainage assessments.
9. 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.
10. Assist external municipal auditors.
11. Work with the Municipal's insurance brokerage to ensure risk management is evaluated and a priority amongst all departments. Oversee all insurance claims.
12. Initiate, investigate, recommend, and report on policy issues that have an impact on the Municipality regarding Treasury, Risk Management, and IT functions.
13. Provide advice to Council related to the financial functions of the Municipality. Carry out special projects/assignments as directed by the CAO.

14. 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.
15. Oversee Four Counties Transit and legislative requirements.

KNOWLEDGE/EXPERIENCE:

- Bachelor's degree in business administration, accounting, or related field.
- Certified Professional Accountant (CPA) designation.
- Seven (7) years of related progressively responsible experience, preferably in the urban/rural Municipal sector. Experience preparing and monitoring budgets.
- Extensive knowledge of financial and accounting principles, including GAAP for local government. Knowledge of the Municipal Act and other associated legislation.
- Excellent oral and written communication skills.
- Demonstrated and effective leadership skills.
- Excellent problem solving and negotiation skills.
- Strong computer skills and thorough knowledge of financial software systems.

WORKING CONDITIONS:

- Tight deadlines for completion of reports and submissions
- Work interruptions to handle enquiries.
- Regular dealing with and balancing a variety of demands from Council, staff, and the public.
- Occasional contact with unpleasant or irate people