



Job Description –Manager, Financial Services / Deputy Treasurer

Position Summary:

Under the guidance of the Treasurer / Deputy CAO, the Manager, Financial Services / Deputy Treasurer is responsible for overseeing the day-to day operations of the Township's Financial Services division, and assists in the statutory duties of the Municipal Treasurer as defined in the Municipal Act and other Acts as delegated by the Treasurer. This position serves as deputy financial officer and custodian of the revenues and securities for the municipality, including accounting functions, processing financial reports, maintaining files and records.

Immediate Supervisor:

- Treasurer / Deputy CAO

Directly Supervises:

- Revenue Coordinator
- Accounts Payable / Customer Service Clerk

Duties and Responsibilities:

- Assists in preparation of the Capital and Operating budgets.
- Manages the annual salary budget for the Township in collaboration with the HR Coordinator.
- Maintains the general ledger accounts.
- Reviews, develops, evaluates and improves existing financial processes to ensure that professional, statutory and Township standards are met.
- Recommends policies and procedures to senior leadership and Council.
- Approval or preparation of journal entries related to accounts payable, accounts receivable, payroll and tax transactions.



- Oversees tax billing and collection.
- Administers the Township's financial system, including managing user access and account code creation.
- Supervises accounts payable and account receivable processes.
- Approves bank reconciliations as required.
- Maintains financial sub-ledgers for drains, trust funds, development-related deposits and securities, and capital project holdbacks, and completes regular reconciliations.
- Coordinates and monitors the collection of development charges, including payments to the County of Oxford.
- Prepares and presents Council reports for routine financial matters, including monthly variance reports.
- Coordinates the Township's Community Grant process.
- Coordinates the preparation of documents required for annual audit.
- Assist in the preparation of annual Financial Statements, Financial Information Return and Provincial measures.
- Responsible for sales and other tax compliance and rebates (HST, PST, GST).
- Responsible for coordinating billing related to municipal drain construction and maintenance.
- Provides committees of Council with statements of revenue and expenses.
- Processes charitable tax receipts.
- Supervises employees within the Financial Services division, including assigning schedules, work plans, approving vacation and performance reviews in accordance with Township policy.
- Assist the Treasurer / Deputy CAO to perform the statutory duties of the Treasurer as defined in the Municipal Act and other legislation.
- Assume the duties of the Treasurer in the absence of the Treasurer / Deputy CAO.



- Other duties as assigned.

Education, Experience and Qualifications:

- Completion of post-secondary education in Finance, Business Administration, Accounting or equivalent combination of education, training, and experience.
- Chartered Professional Accountant (CPA) designation or enrolment in a CPA program considered an asset.
- Three years municipal experience in a financial setting is preferred.
- Experience preparing budgets and improving financial processes considered an asset.
- Knowledge of the municipal Property Tax system, including legislative requirements related to tax arrears, tax sales and tax rates considered an asset.
- A self-motivated, highly organized individual with excellent communication and interpersonal skills for dealing with the public.
- Must possess strong critical thinking and problem-solving skills.
- Must be capable of multi-tasking and working with minimal to no supervision.
- Proficient in the use of office related software, fluent with spreadsheets and general ledger systems. Experience with municipal related financial software an asset.

Working Conditions:

- Sitting for long periods at a time.
- Exposure to members of the public, with potential for contentious situations to arise.
- Overtime may be involved on occasion, including attendance at Council meetings or other public meetings.