



Treasurer

Tay Township - Employment Opportunity

Full-Time, Permanent Position

Tay Township, located on the sunset shores of Georgian Bay, is seeking an individual who thrives in a culture of change and progression to join *#TeamTay* as the Treasurer; the leader of the Financial Services Division and a strategic member of the Senior Leadership Team. We are looking for adaptability to our growing and evolving Municipality and demonstrated enthusiasm for positively impacting the Corporation and our Community as one.

Reporting to the Chief Administrative Officer/Deputy Clerk and working collaboratively with the Senior Leadership Team, the Treasurer oversees the delivery of Financial Services activities of the Township including but not limited to Financial Services team leadership, corporate and division financial management, and corporate and division financial policies. The position also fulfills the statutory responsibilities of the Treasurer under the Municipal Act.

Qualifications

- Post-Secondary Degree in Accounting, Business Administration, Commerce, Finance, or another relevant discipline.
- Designation in good standing with a recognized Professional Accounting Association such as Chartered Professional Accountants of Ontario.
- The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Municipal Accounting and Finance Program completion or willingness to complete.
- 5 to 10 years of public sector financial/treasury experience, preferably in a municipal environment; minimum of 5 years of successful and progressively more responsible management and leadership experience in public or private sector organization(s).
- Formal leadership and coaching/mentoring training and/or willingness to complete.
- Experience preparing, analyzing, and administering capital and operating budgets; managing municipal budgets, forecasting future requirements, and related financial impacts.

- Experience with and advanced knowledge of public sector asset management programming including tangible capital asset accounting, amortization schedules, full accrual accounting and inventories, preferably in a municipal environment.

The compensation range for this full-time, permanent position is \$56.75 to \$66.40 per hour with a 35-hour work week with attendance at evening events/meetings required. We also offer a comprehensive pension and benefit package (conditions may apply).

Join our team today and help transform the way local government connects with the community it serves.

Qualified and interested applicants are encouraged to do the following:

1. Reference the complete position description including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs
2. Please submit a cover letter and resume via email by **4:00 p.m., Tuesday, October 24, 2023,** to the attention of **Human Resources (HR@Tay.ca).**

Application Notes:

- Please reference '**Treasurer**' at the start of the email subject line.
- Please indicate how you heard about this opportunity within your application.

We kindly thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used for candidate selection. Tay Township is an equal-opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by the Tay Township throughout the recruitment, selection and/or assessment process for applicants with disabilities.

Posted: 2023-10-03



TAY TOWNSHIP POSITION DESCRIPTION

Position Title: Treasurer	
Department/Division: Corporate Services/Financial Services	Reports to (Directly): Chief Administrative Officer/Deputy Clerk
Direct Reports: Deputy Treasurer Financial Analyst	Indirect Reports: Accounting Clerk – Accounts Payable Accounting Clerk – Cashier Financial Services Student
Pay Band: 11	Hours Per Week: 35
Creation Date: July 2021	Revision Date (s): September 2023; June 2022; March 2022; August 2021

Position Summary:

Reporting to the Chief Administrative Officer/Deputy Clerk (the “CAO”) or their designate, and working collaboratively with the Senior Leadership Team, the Treasurer oversees the delivery of Financial Services activities of the Township including but not limited to Financial Services team leadership, corporate and division financial management, and corporate and division financial policies. The position also fulfills the statutory responsibilities of the Treasurer under the Municipal Act.

The Treasurer’s key priorities, in alignment with the Township’s values and strategic plan, include leading financial services in a manner that is sustaining, best-in-class, and compliant, and ensures that the needs of the Township’s departments, Community Members, Staff, and Council are met. The Treasurer provides sound and insightful advice to the CAO and Council in the establishment and execution of Township strategies and processes, which result in the formulation and achievement of the Township’s overall goals and objectives.

Responsibilities:

1. Leads the Financial Services Division in the delivery of customer service-focused financial services in a manner that is sustaining, best-in-class, and compliant, and ensures that the needs of the Township's departments, Community Members, Staff and Council are met; leads by supporting and encouraging others in gaining personal mastery, autonomy, and purpose; models the Township's values by learning, being comfortable with new ideas and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think practices and identify initiatives that can deliver greater benefit for the Township.
2. Coordinates and leads the annual budget process and prepares the annual budget (3-year operating and 10 to 20-year capital forecast); presents the budget to Committees and Council and makes recommendations with respect to expenditures, revenues, and financing options in consultation with the CAO.
3. Prepares budget estimates for the Financial Services Division and assists in the preparation of budget estimates for all other Municipal Departments and Divisions; discusses and encourages budget efficiencies with the Leadership Team; provides rationale to Council and other stakeholders at budget public consultations.
4. Prepares corporate-wide budget estimates for salaries, remuneration, benefits, insurance, and utilities.
5. Oversees the Financial Services Division, directs and monitors Staff output, assigns tasks/projects and methods to be used, and takes responsibility for all the work relating to Financial Services projects (i.e., researching policies, procedures, budget, audit, insurance program).
6. Responsible for Financial Services Staff matters with respect to recruitment, position transfer, orientation, training and development, performance management, compensation, promotion, and disciplinary matters in collaboration with the Deputy Treasurer, CAO, and/or Human Resources, as appropriate; directly manages Deputy Treasurer and Financial Analyst; ensures that corporate values are being always upheld.
7. Participates in and contributes strategically to the senior leadership of the organization, ensuring excellence in service delivery, including attending and contributing in meaningful ways to Leadership and Senior Leadership Team meetings.
8. Delegates duties, ensures that audit trails are in place, reviews and signs off on work from the Deputy Treasurer and Financial Analyst.
9. Prepares financial reports and financial-related by-laws for Council, Managers, and the Provincial Government; prepares annual Financial

Information Returns (FIR) and Municipal Performance Measurement Program (MPMP) reports.

10. Oversees the Township's Asset Management program including, but not limited to, tangible capital asset accounting, amortization schedule, full accrual accounting and inventories; works collaboratively with the Financial Analyst and Engineering Technologist in the monitoring and maintenance of the program; acts as a mentor who is well-versed in asset management as it pertains to municipal operations.
11. Prepares annual financial statements and notes for Auditors. Supervises preparation of working papers and liaises with Auditors on higher-level issues; calls for, evaluates, and recommends external audit proposals in accordance with the Township's Procurement By-law.
12. Attends Council/Committee meetings as required to provide financial information and advice to all stakeholders.
13. Ensures the maintenance of accurate and adequate records, and establishes policies, procedures, and priorities for all aspects of Financial Services Division functions to ensure compliance with legislation, Ministry guidelines, Generally Accepted Accounting Principles and Public Sector Accounting Board Standards.
14. Administers banking program and determines the form of investment of surplus funds. Calls for evaluates and recommends external banking proposals in accordance with the Township's Procurement By-law.
15. Controls general cash receipts; forecasts and monitors cash flow, plans and executes programs of short-term and long-term investment and loans; completes loan applications, and maintains bank accounts and services.
16. Manages the Township's long-term debt obligations and ensures compliance with various requirements with respect to debt capacity.
17. Assists Staff with subsidy and grant applications; liaises with government agencies in the administration of subsidy and grant programs; oversees the monitoring and preparation of subsidy and grant payment claims submitted to the government.
18. Administers general insurance program and facility rental insurance program. Monitors and coordinates risk management activities; calls for, evaluates, and recommends external insurance proposals in accordance with the Township's Procurement By-law.
19. Monitors procedures for ordering and sourcing goods and services.
20. Monitors budget and financial performance, including review of variance analysis reports.
21. Acts as project leader for financial studies and initiatives affecting all

departments and divisions such as Development Charges planning and accounting, Water/Wastewater rate studies, Asset Management Policies, User Fees, etc.

22. Manages Reserves and Reserve Funds and prepares monthly interest calculations.
23. Reviews general ledger postings prepared by the Deputy Treasurer and Financial Analyst.
24. Acts as Deputy Division Registrar and Commissioner of Oaths.
25. Provides advice, orientation, training, and technical/functional guidance to the Financial Services Division and Township Leadership Team.
26. Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology, organizational theory and practices relating to the functions of the Township in order that professional competence is maintained.
27. Develops and maintains a contact network with professionals in the field and counterparts in other municipalities. Reviews the feasibility of shared services and programs with neighbouring municipalities and/or related public sector organizations.
28. Performs and executes the statutory duties of Municipal Treasurer under the Municipal Act including assuring the integrity of financial practices, and associated reporting/banking/investment and reserves/funds administration; acts as a signatory on disbursements.
29. Maintains a high degree of confidentiality and security of information. Where information is developed prior to Staff/Public release, ensures the confidentiality of information produced for Council and other sensitive information consumers.
30. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by:
 - a. Enforcing and/or following the Township's Health and Safety program, procedures, and best practices.
 - b. Ensuring due diligence in all health and safety matters including but not limited to safe work practices, training, risk assessments, workplace inspections, investigations, procedures, and reporting/correcting hazards.
31. Performs other related tasks and functions as assigned that are required or dictated by the Municipality's needs relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education and Training

- ❑ Post-Secondary Degree in Accounting, Business Administration, Commerce, Finance, or another relevant discipline.
- ❑ Designation in good standing with a recognized Professional Accounting Association such as Chartered Professional Accountants of Ontario.
- ❑ The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Municipal Accounting and Finance Program completion or willingness to complete.
- ❑ Formal leadership and coaching/mentoring training and/or willingness to complete.
- ❑ Commitment to continuing education and professional development; willing to attend conferences, courses and seminars as required, some of which may require overnight accommodation.

Experience

- ❑ 5 to 10 years of public sector financial/treasury experience, preferably in a municipal environment.
- ❑ Minimum of 5 years of successful and progressively more responsible management and leadership experience in public or private sector organization(s).
- ❑ Experience preparing, analyzing, and administering capital and operating budgets; managing municipal budgets, forecasting future requirements, and related financial impacts.
- ❑ Experience with and advanced knowledge of public sector asset management programming including tangible capital asset accounting, amortization schedules, full accrual accounting and inventories, preferably in a municipal environment.
- ❑ Working experience with and knowledge of local government functions and responsibilities, provincial government, and associated agencies, as they relate to municipal finance responsibilities, and employee relations principals, practices, and applicable legislation.
- ❑ Experience in dealing with auditors, government officials, ratepayers, and officials in other municipalities and the region, regarding financial issues.
- ❑ Experience with developing and engaging teams or professionals around common goals and culture and building the capability and capacity of the team to enhance solution and service provision.

Knowledge

- ❑ Thorough working knowledge of municipal finance, accounting, auditing principles and practice, and applicable legislation and regulations and a developed interest in and awareness of current social, economic, and political priorities.
- ❑ Strong working knowledge of Public Sector Accounting Board Standards and Generally Accepted Accounting Principles, By-laws and related legislation and regulations as they may apply to the Corporation, Municipal Act, Development Charges Act, Occupational Health and Safety Act and other provincial and municipal statutes and regulations pertaining to assessment, taxation and governance issues.
- ❑ Sound knowledge of applicable federal, provincial and municipal legislation, as well as employee relations principles and practices, local government functions and responsibilities.

Skills and Competencies

- ❑ Innovative, inclusive and transparent leader; motivates, develops, empowers and engages others.
- ❑ Superior computer skills including word processing/spreadsheet software, internet and e-mail programs and related office equipment. Literacy with Microsoft Dynamics GP (Great Plains), or similar software.
- ❑ Excellent analytical, problem-solving, research, report-writing, and organizational skills.
- ❑ Strong written and verbal communication skills and analytical skills as well as an effective presentation style and method.
- ❑ Superior acumen as well as interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, local boards/commissions, community groups and organizations, and the general public with the ability to exercise tact, diplomacy and good judgement at all times.
- ❑ The drive, resourcefulness, planning, and organization required to deliver plans, budgets, solutions, business cases and services on time and under pressure of conflicting priorities.
- ❑ Ability to manage technological change and support others in this transition.
- ❑ Well organized, flexible, willing and able to deal with multiple priorities; organizes own time effectively, prioritizes and delegates appropriately, prepares in advance and sets realistic timeframes; ensures all activities and resources are used efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload,

considers competing interests, and adapts readily to rapidly changing demands, circumstances, and unrelenting deadlines.

- ❑ Comfortable with new ideas and has the curiosity to seek new opportunities and implement change; collaborative decision maker focused on practical, timely solutions; self-assured and confident; drives towards results while constantly problem-solving; learns quickly; recognizes and adapts to evolving conditions; translates knowledge and ideas into action and tangible and measurable outcomes.
- ❑ Establishes an efficient execution of work and motivates subordinates to develop to the highest potential of their capabilities; plans, directs, coordinates, assigns and reviews the work of professional subordinates.
- ❑ Delegates effectively and ensures individual and team accountability; uses proper judgment and makes decisions and takes actions to resolve issues.
- ❑ Positively influences others; encourages, inspires and supports others to deliver; has the ability to understand how individuals at all levels operate and how best to use that understanding to achieve objectives.
- ❑ Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- ❑ Demonstrated team building and relationship management skills and a proven ability to work across departments and stakeholders; establishes and maintains effective working relationships with the Public, Staff and the Leadership Team.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.
- ❑ Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.

Effort, Physical Demands and Working Conditions:

- ❑ Normal workweek – 35 hours, with evening events/meetings and some overtime required, including attendance in the event of emergency situations, or critical situations requiring an immediate response.
- ❑ Performance of duties normally takes place in an office environment. Environments also include out-of-office meetings. Required, from time to time, to attend meetings, and overnight seminars/conferences in locations other than Tay Township.
- ❑ Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.
- ❑ Position involves both mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and

presenting information.

- Problem-solving/decision-making efforts and responsibilities include an extensive and multi-faceted degree of analysis. Decisions are to be made within the corporate mandate by adapting methods, guidelines or procedures. Position requires confidentiality in many aspects of the work.