

JOB DESCRIPTION

TITLE: Treasurer
DEPARTMENT: Finance
REPORTS TO: Chief Administrative Officer
SUPERVISES: Finance Coordinator
Payroll / Accounts Payable
Tax Collector / Accounts Receivables
Accounting Assistant / Purchaser
Receptionist
CLASSIFICATION: 16
PROBATION PERIOD: 6 months

PURPOSE OF THE POSITION

Execute all tasks related to the financial activities of the Municipality, as defined in the *Municipal Act, 2001* and related legislation. Manage the Municipality's entire accounting system. Supervise staff under his/her responsibility.

RESPONSIBILITIES

Defines, implements and maintains sound accounting and financial management practices, including required controls.

Coordinates the preparation of annual operating and capital budgets in collaboration with department heads, then presents proposals to the Chief Administrative Officer for subsequent approval from Council. Following Council approval, ensures budget controls, explains variances and performs budget revisions.

Prepares all the reports necessary for review by Council and department heads.

Prepares all by-laws related to finance, loans, and obligations for Council approval.

Ensures, with the external auditor, the validity and the necessary interim and year-end verifications.

Supervises the work of employees under his/her responsibility; ensures the quality, quantity and relevance of their work. Ensures that required personnel are in place to perform required functions.

Acts as a resource person for all grants, subsidies, and programs available to the Municipality.

Liaises with the public to provide information or interpretations of by-laws and policies relating to his/her department.

Organizes and administers an effective filing system for the Finance Department.

Acts as a resource person for the Finance Committee and department heads. Participates in meetings and provides necessary information and/or advice.

Manages the Asset Management Plan.

Executes all Council decisions and policies that have a financial impact.

Executes any other tasks requested by the Chief Administrative Officer.

QUALIFICATIONS

University or college degree in accounting; an accounting designation would be an asset.

Minimum of 3 years of accounting experience.

Pertinent experience in the municipal sector would be an asset.

Must be able to effectively manage a group of employees.

A great deal of autonomy and initiative is required to implement, manage, and improve the systems.

Strong planning and organizational skills.

Must be flexible and able to manage changes.

Strong oral and written communication skills to interact with other levels of government, municipalities, and the public.

Negotiation skills are necessary.

Bilingualism is required.

WORK CONDITIONS

Daytime work schedule with frequent overtime.

Exposed to periods of very high stress and a high level of responsibility. Must be able to adapt to frequent changes in priorities.

Must transact with employees, heads of other departments and Council members.

WORK EFFORTS

Requires initiative and a high level of decision-making and planning skills.

Must often work under pressure to meet deadlines. Must be able to withstand a high level of mental fatigue and stress.

IMPACT OF ERRORS

An error in the work could result in major financial loss, could create a negative impact amongst staff and/or the public and could have legal repercussions.

INTERPERSONAL RELATIONSHIP

Must maintain a relationship with various departments, government agencies, and other municipalities, as well as with the public. High degree of interpersonal skills.