

Director of Finance / Treasurer

Township of Billings

Summary: Performs the statutory duties of the treasurer and manages the administration of financial accounting and data processing in the areas of planning and budgeting, accounting, investment fund management, tax revenue, risk management, payroll, purchasing and asset management. Responsible for Information Technology and Insurance.

Location: Billings Township Office / Remote

Department: Administration

Remote Work: This position is eligible

Class: Full-time, 35 hours per week

Reports To: Chief Administrative Officer

Last Updated: August 2023

Management

1. Performs the statutory duties of the municipal Treasurer under the Municipal Act and other relevant legislation.
2. Develops, recommends and implements short and long term departmental plans to support Council's strategic directions and policies.
3. Develops, recommends and implements revenue generation and expenditure reduction plans.
4. Establishes controls, directs and monitors the financial and accounting systems and procedures including cash flow, investment and trust funds for the Municipality and its dependent local boards.
5. Prepares and implements a process to consolidate, administer and monitor the annual capital and operating budgets and presents to Council.
6. Signing officer of the Corporation, countersigns cheques.
7. Prepares reports and by-laws related to finance for Council approval.
8. Liaises with the auditors regarding implementation and completion of the annual audit.
9. Provides advice and assistance related to financial issues to Council, and the CAO
10. Invests funds as authorized by the Municipal Act and Municipal policies.
11. Obtains, identifies, researches, recommends and negotiates liability and property insurance coverage and other risk management issues.
12. Identifies, researches, recommends and negotiates employee benefit plan.
13. Responsible for the management and amendments to the employee compensation grid and pay equity plan, working with the CAO.
14. Responsible for Information Technology risk management related to network security, includes purchases, coordination of maintenance, infrastructure inventory and upgrades.
15. Responsible for the Purchase and Procurement Policy including policy administration, implementation and supporting departments.
16. Oversees the grant process, including reporting requirements working with staff.
17. Administers interim and long-term capital financial requirements, including borrowing, investment, liaison with banks, fiscal agents, and credit assessment organizations.

Supervision

18. Coaches, counsels and motivates staff to establish and maintain a team approach to service and ensure staff development.
19. Supervises finance staff and contractors
20. Recommends the hiring and termination of employees for the Treasury Department and all municipal office staff assigned.

Accounting

21. Develops, recommends and implements financial and cash management systems.
22. Coordinates the processing of accounts payable for approval by Council.
23. Coordinates the maintenance of records of receipts and disbursements.
24. Establishes and monitors accounts payable, accounts receivable, tax ledger and payroll systems to ensure controls are followed.
25. Records and reports reserve and reserve fund activity.
26. Develops, recommends and implements Public Sector Accounting Board (PSAB) Accounting for tangible capital assets for the Municipality.
27. Responsible for the timely completion of Provincial reports including the FIR (Financial Information Return) for Municipality and Municipal Boards.

Tax Collection

28. Develops and administrates an effective tax collection system

29. Formulates municipal, commercial and residential tax rates.
30. Oversees the collection of taxes, the interim, final and supplementary tax billing.
31. Responsible for the processing of assessment appeals, 357's and 358's supplementary and write-offs
32. Oversees the administration of the receipt and posting of tax payments and recording of changes to the tax rolls.
33. Oversees tax arrears and implements tax registration procedures.
34. Reconciles tax revenue to OPTA, GL and budget for audit purposes.

Administration

35. Prepares a variety of financial reports for Council and provides analysis and justifications.
36. Attends committee and Council meetings to provide advice and guidance and implement resulting actions.
37. Coordinates the municipality's development, purchasing, training, maintenance and implementation of the computer systems.
38. Researches and recommends cost sharing arrangements, subsidies and grants.
39. Provides treasury support for the various Council appointed boards.
40. Responsible for the financial management and reporting compliance for cemeteries
41. Responsible for the tracking, management, reporting and information gathering of various insurance claims

Asset Management

42. Administers, maintains, and implements the Asset Management Plan

Other

43. Complies with Township of Billings policies and procedures.
44. Performs other related tasks as assigned by the CAO/Clerk
45. Responsible for municipal office operations and maintenance and equipment.
46. Provides advisory support related to employment agreements, benefits, policies in conjunction with the CAO/Clerk.

Education/Experience/Skills

1. Minimum 5 years' of progressive experience in municipal management.
2. Bachelor Degree in Business Administration, Commerce or related field, plus AMCTO / MFOA -diplomas such as Dipl. M.A., MTAP, etc.
3. CPA or equivalent experience in a municipal setting will be an asset.
4. Certified Municipal Officer (CMO) or equivalent designation or combination of education / experience will be an asset.
5. Acquired or are eligible for membership in the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) or equivalent will be an asset.
6. Knowledge of accounting principles, municipal tax collection policies and procedures, public procurement, asset management fundamentals and payroll/benefits administration
7. Strong communication (written, oral and interpersonal), organization, analytical, problem-solving, coaching, leadership, motivation and staff development, time management, employee relations, public/media relations, and strategic planning skills
8. Thorough knowledge of legislation and provincial policies relative to the municipal process.
9. Accuracy, organizational and mathematical skill.
10. Strong oral and written communication skills to maintain pleasant and effective relations with staff, Council and the general public.
11. Knowledge and experience with technology and cyber security protocols
12. Knowledge and experience with risk management and insurance oversight
13. Knowledge and experience with asset management

Physical Effort and Working Conditions

1. Work is typically performed in a standard office environment with minimal exposure to hazards. (or remote)
2. The mental effort requires a significant degree of concentration on a variety of activities and the processing and interpretation of information.
3. There are constant interruptions, deadlines and changes of priorities.
4. Certain problems to be addressed require the ability to research to solve.
5. Required to interact politely and effectively with internal and external stakeholders and to respond on behalf of the CAO/Clerk.
6. Hours of work are fairly consistent, but depend upon the demand for services. Some attendance at evening meetings or events will be required for this position or at times of high demand.
7. Work generally has a low risk of injury.
8. Errors could cause high potential for significant monetary loss, high potential for major embarrassment or loss of credibility due to high profile and public service nature of work.