



# The Corporation of the Township of Hamilton

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JOB TITLE	Treasurer
DATE UPDATED	2019
INCUMBENT NAME	
DIVISION/DEPARTMENT	Administration/Finance
REPORTS TO	Chief Administrative Officer

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## Job Summary

Reporting to the Chief Administrative Officer, the Treasurer is accountable for effective planning and the management and administration of the Finance Department, as well as execution of the statutory responsibilities of a Municipal Treasurer.

## Key Responsibilities and Accountabilities

- Provision of leadership and day-to-day supervision of direct reports and general management of the finance department. This includes work planning, training/coaching and monitoring of work, as well as recruitment, compensation, performance reviews and discipline.
- Responsible for the financial management, planning and policy development, directing the annual budget process (operating and capital), fiscal management and accounting, annual audit, tax collection, investment strategy, FIR, PSAB, and MPMP reporting. Overseeing the preparation of the on-time submission of financial statements, tax returns, financial reports and information required by the external auditors and the Province.
- Monitoring of the performance of the Departments against budget and working in cooperation with the C.A.O., initiation of corrective action as deemed necessary.
- Financial advice and reporting to Council including oral presentations of topics and material from the Finance Department to Council Committee(s) and Council.
- Accountable for the execution of the statutory responsibilities of a Municipal Treasurer as set out in the Municipal Act.
- Provide leadership to the Finance Department by directing work activities, organizing work processes and procedures. Optimizes the deployment of staff to maximize the development, efficiency and effectiveness of the staff.

- Establishment and review of operating procedures, processes, and work methods covering the chart of accounts, accounts payable, accounts receivable, and the preparation of monthly, quarterly, and annual financial statements and reports to present to management and Council, including the initiative of recommendations of corrective action to the Department managers, directors and CAO as necessary.
- Identification of best practices and advances in the fields of financial planning, accounting, financial reporting, asset management, banking and cash flow, investment management, purchasing, risk management and insurance for possible improvements for the Township business.
- Responsible for the review and approval of contracts and the RFP/Tender procedures and monitoring of the process according to the policies and limits established by Council.
- Establishment of operating procedures and guidelines for the purchasing of goods and services, spending limit authorization based on established policy, group/cooperative purchasing agreements including establishment of shared purchasing when applicable, and monitoring the operating performance with the initiative of corrective action when deemed necessary.
- Execution of the Treasury functions for the Township including reserve funding, securing appropriate short- and long-term financing necessary to manage cash flow as required, investment management, optimization of credit lines, risk management, insurance and banking relationships.
- Oversee payroll submission on a bi-weekly basis and ensure compliance with payroll legislation.
- Development and recommendations of new or revised policies for the Finance Department, including new initiatives and technology. Manages all operating system modules including accounts payable, accounts receivable, property tax billings and collection, utility billings and collection, building permitting and cash receipts.
- Oversees the Asset Management Program of the Township, ensuring key deliverables are met and to ensure the long-term financial plans and strategies are undertaken.
- Assists in the co-ordination of IT priorities and services with staff, Council and service providers.
- Oversee the pre-authorized payment plan (PAPP) for property tax accounts using the internet banking resources and sites, and manage the accounts receivable, accounts payable, cash receipts, utility billing and tax collection processes.
- Prepare financial reports and statements for department heads, committees and boards as required and makes recommendations to stakeholders.
- Establishes the process and planning for the annual budget exercise, coordination with managers' submissions, review and analysis of consolidated operating and capital budgets, finalizing with recommendations to the CAO and Council with adjustments required to meeting recommendations and guidelines, finalizing in the presentation(s) to Council.

- Correspond with Provincial Ministries, Northumberland County, MPAC, auditor, banks, lawyers, and IT/computer software support
- Follow up on customer complaints as required.
- Develop and maintain a contact network with professionals and counterparts in other municipalities and investigate the feasibility of shared services and cooperative purchasing with member municipalities and / or related public sector organizations.
- Perform other duties as assigned.

### **Academic/Educational Requirements**

- Professional accounting designation preferred (CA, CMA or CGA)
- Post secondary education in a related field

### **Skills/Experience Requirements**

- 5 to 7 years of financial management experience, preferably within a municipal setting
- Proficiency in Office applications
- Proficiency in Municipal Financial Software (Great Plains)
- Effectively communicate with council, staff and the general public
- Excellent interpersonal skills
- Effective human resource management skills are required
- Working knowledge of relevant related legislation and documentation including GAAP, Municipal Act, Employment Standards Act, etc.
- Previous unionized experience would be an asset

### **Reporting Relationship**

- This position reports to the CAO. The following employees report directly to this position:
  - Receptionist
  - Tax Clerk
  - Accounting Clerk
  - Financial Analyst

### **Working Conditions**

- Exposure to some disagreeable working conditions including long periods of sitting, frequent interruptions and exposure to potentially upset ratepayers
- Comfortable office environment

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**Incumbent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_