The Corporation of the Town of Gravenhurst

**POSITION DESCRIPTION**

**Position Title: Director of Financial Services and Treasurer**

Area/Department: Administration / Finance

**Reports to: Chief Administrative Officer**

**POSITION SUMMARY**

The Director of Financial Services and Treasurer (DFST) provides leadership, vision, and direction in ensuring the Town financial resources are optimally utilized in the achieving the operational and strategic goals and objectives of the Town of Gravenhurst.

In that capacity the DFST provides financial advice to Council, the CAO and the Senior Leadership Team (SLT) while directing and managing the service areas within Finance, including but not limited to, Accounting, Revenue Services, Payroll, Procurement, Capital Assets Accounting, Budgeting.

**DUTIES & RESPONSIBILITES**

**General**

1. Provides financial knowledge and expertise to Council, the CAO and department directors and managers directly or through subordinates.
2. Provides professional advice/opinion/counsel to the CAO in corporate decision-making and on sensitive/controversial issues. Acts on behalf of the CAO as requested.
3. Within service area, or where appropriate, corporate wide, is accountable for the ongoing updating of corporate policies, practices, procedures, and level of service in accordance with sound management principles and relevant legislation.
4. As a member of the SLT, provides input on corporate planning and strategic initiatives. Participates on corporate project teams; champions the corporate mission and values among all staff.
5. Works in partnership with colleagues in municipal finance as both a leader and a collaborator, particularly through the Muskoka Treasurers group and the MFOA (Municipal Finance Officers Association).
6. Interacts, on behalf of the Town, with community/citizen’s and special interest groups, the province, trade, and professional associations as required.
7. Manages and directs staff within the department. Fosters a team environment by role modeling leadership behaviours, empowering employees reporting to the director and building team capability.
8. Attracts, selects, nurtures, and retains the best available talent, ensuring continuity in the team through the development of appropriate succession plans. Conducts management performance reviews as required.

**Financial Oversight**

1. Oversees the performance of all statutory duties of the Treasurer under the Municipal Act and other related legislation.
2. Reviews and evaluates financial aspects of various proposals and agreements and recommends a course of action to the CAO or department heads as necessary.
3. Ensures all external financial reporting requirements are met in a timely manner including annual financial statements, financial information returns (FIRs), payroll related reporting, grant reporting and others.
4. Approves the internal controls and audit of the Town’s financial management and accounting processes in consultation/cooperation with external auditors including the recommendation of the annual financial statements to Council.

**Budgeting and Strategic Planning**

1. In consultation with the CAO and SLT, ensures an end-to-end strategic planning process is in place including performance metrics and reporting mechanisms that are integral to the overall performance reporting to Council and the Community.
2. Leads SLT in the annual development, presentation and reporting for the operating budget and multi-year capital budget to Council.
3. Ensures a responsible multi-year financial plan is in place to meet current/future Town needs.
4. Prepares, in cooperation with the CAO and Directors, regular reports to Council on the Town’s performance as it relates to finances and strategic plan goals and objectives.

**Revenues**

1. Oversees the collection of property taxes and other revenues for the Town, District, and school boards up to and including tax sales and assessment arbitration.
2. Leads the process resulting in a Development Charges by-law for the Town and puts in place the appropriate administrative framework to ensure compliance with provincial legislative requirements/options.

**Banking, Investments and Reserves**

1. Proactively manages the relationship with the Town primary banker and other financial institutions used by the Town.
2. Supervises the care and control of all monies of the Corporation through setting of policies and procedures and practices used by the Corporation, the Canadian Institute of Chartered Accountants, and the Province of Ontario.
3. Manages reserve balances to optimize revenues within Council approved (and provincially legislated) risk parameters and financial instruments.
4. Ensures that appropriate reserves, related usage criteria, and necessary balances are in place to accomplish Town short and long-term objectives.

**Risk Management**

1. Works in collaboration with all areas of the corporation to identify and assesses risk management issues in all Town service areas and develops policies and procedures to mitigate potential liability exposure.
2. Develops a contemporary risk management program integrated into the strategic planning process to ensure that all relevant risks are identified within the Corporation, an appropriate mitigation plan is in place and that progress is reported on within the corporate performance reporting process.
3. Manage the relationship with the Town insurance provider and related entities to maximize value, manage risk for new and on-going activities, ensure on-going training and support for Town staff.
4. Oversees the Town procurement by-law and related procedures with a view to managing risk and ensuring a transparent, fair public procurement mechanism for the procurement of all Town goods and services.

**SUPERVISION REQUIREMENTS**

**Positions Supervised Directly:** Manager of Accounting and Deputy Treasurer

Manager of Revenue and Deputy Treasurer

**Positions Supervised Indirectly:** All full time and contract positions within the Department

below the Manager Level.

**EDUCATION, SKILLS and EXPERIENCE**

1. 10 - 15 years of progressively responsible municipal government experience. Minimum of 5 years’ experience in a senior management position, including experience working with elected officials/boards, and supervisory experience in a unionized environment.
2. University Degree in Business, Finance, or Commerce.
3. Relevant graduate credentials such as an MBA, master’s in public administration (MPA), or a professional accounting designation (CPA.).
4. Designation such as Certified Municipal Officer preferred.
5. Excellent conceptual, analytical, problem-solving and project/time management skills.
6. Demonstrated communication, presentation, facilitation, and negotiation skills.
7. Ability to think and act strategically in a political and community service environment, to build strong and enthusiastic staff teams and external alliances/partnerships.
8. Demonstrated knowledge of Municipal, Provincial, Federal legislation/regulations/guidelines and municipal government operations, principles, best practices, and processes.
9. Familiarity with the Occupational Health and Safety Act, labour relations principles and collective agreement administration.
10. Superior computer literacy with Microsoft Office products. Good understanding of municipal business systems and networks.
11. Availability to attend evening and/or weekend meetings or other events as required.
12. G license with a clean drivers abstract satisfactory to the corporation and a reliable vehicle to use on corporate business.

Police Criminal Background Check

Please note that applicants must be prepared to provide a clear Police Criminal Background Check at their own expense prior to being employed by the Town of Gravenhurst

**HEALTH & SAFETY:**

1. To learn, understand and practice standard Town operating procedures.
2. To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations, and the Township Health and Safety Policies and Procedures.
3. To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
4. To report unsafe acts or conditions to their supervisor or Health and Safety Committee Representative.
5. To report any occupational injury or illness immediately to their supervisor.
6. To use personal protective equipment, where required.
7. To ensure that supervised employees receive the required training in the appropriate practices, policies, and procedures necessary to work in a safe manner and to monitor their compliance with corporate health and safety policies
8. To report any contravention of the Occupational Health and Safety Act.

**Physical/psychological Demands and Working Conditions**

**Environment:** Work is conducted in an office environment with exposure to criticism from the public. Requirement to juggle priorities, verbally communicate to exchange information. deal with constant interruptions and changing demands during a working day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily); while maintaining a pleasant, professional, and positive demeanour.

**Physical:** Requirement for sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle;

Normal hours of work are 35 hours per week, Monday to Friday, as required

## Contacts

Incumbent communicates regularly with municipal staff, Provincial ministries and government agencies, staff of other municipalities, and the public.

**REVIEW/APPROVAL**

**Incumbent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CAO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Affiliation: Non-union**