

# **The Town of Parry Sound - Position Description**

Updated January 17, 2019

## **Position Title:**

**Director of Finance / Treasurer**

## **Reporting Relationship:**

Reports to and works under the direction of the Chief Administrative Officer, (CAO).

## **Purpose of the Position:**

1. To assist the CAO in the performance of statutory, operational, and strategic advisory duties, as a member of the Senior Leadership Team
2. To perform the statutory and other duties of the Treasurer.
3. To manage and direct the finance services of the Corporation.

## **Scope of the Position:**

Appointed as Treasurer to perform the statutory and other duties of the Treasurer as required, and to ensure the efficient and effective management of the administrative and financial processes and services of the Corporation.

## **Responsibilities:**

1. Manages and directs the finance services of the Corporation.
2. Responsible for the statutory duties of the Municipal Treasurer under the Municipal Act and other Acts of the Legislature.
3. Serves as chief financial officer of the Corporation, and principal financial advisor to Council, committees and other municipal agencies.

4. Maintains awareness of grants, subsidies and cost sharing arrangements, and advises Council on their applicability.
5. Approves all reports that may be required by Council and various governmental ministries/agencies.
6. Responsible for recruitment, establishment of performance expectations, supervision & coaching, and performance review of department staff consistent with the policies and administrative processes of the Corporation.
7. Upon prioritized direction of Council, and in consultation with the Chief Administrative Officer, initiates, plans, manages and concludes projects applying sound project management principles.
8. Prepares budgets; monitors the cash flow and departmental budgets; prepares financial statements; provides budget forecasts; responsible for the Tangible Capital Asset recording and reporting system.
9. Responsible for preparing and recommending a long term financial strategy to Council.
10. Manages the overall general accounting function up to and including the general ledger as well as ensuring the timely and accurate completion of the Financial Information Return via the external auditors.
11. Recommends and monitors financial procedural policies, including, but not limited to, the purchase and sale of goods and services, the development and letting of tenders, and the development and implementation of user fees and charges.
12. Manages and directs the Manager of Accounting Services, Manager of Revenue and Taxation and Manager of POA Court Services.
13. Ensures that Corporation's physical assets and buildings are adequately insured, including call for proposals for insurance coverage and review of coverage on an annual basis.
14. Through education and awareness, ensures that all Corporation staff minimize Corporation risk, through development of risk management policies and procedures, including inspection and reporting;
15. Incumbent is one of the signing authorities.

16. Attends meetings of Council and other committee meetings as required.
17. Performs such other related duties as may reasonably be required by the Chief Administrative Officer.

## **Working Relationship and Contacts:**

### **1. With the Chief Administrative Officer:**

- a) Receives direction, guidance, encouragement and support; establishes plans and priorities.

### **2. With the Senior Leadership Team**

- b) Works in a spirit of co-operation and teamwork;
- c) Brings financial expertise to Senior Leadership Team discussions
- d) Contributes to the discussion and implementation of corporate priorities and initiatives.

### **3. With Departmental Staff:**

- a) Provides leadership, guidance, encouragement and support; maintains control through teamwork and direction; establishes plans and priorities

### **4. With Other Staff:**

- a) Works in a spirit of co-operation and teamwork with other staff.

### **5. With External Contacts:**

- a) Provides factual information; receives input and advises.

### **6. With the Public:**

- a) Exhibits courtesy, co-operation and a positive, helpful approach.

## **Education, Knowledge and Skill:**

1. University degree in an applicable discipline and an accounting designation (CPA).
2. Demonstrated organizational and interpersonal skills.

3. High level computer skills (ie. OPTA, MS Office, Microsoft Dynamics - Diamond Software, Questica, City Wide, Municipal Connect).
4. Working knowledge of the legislation, policies and programs that affect municipal government.
5. Ability to initiate, plan and manage concurrent multiple projects; ability to assign tasks and to ensure successful completion of same.
6. Good public relations skills, including an appreciation of the need for confidentiality, tact and discretion in a political environment.
7. Must be bondable.

### **Experience:**

Minimum of five year's experience related to the position.

### **Impact of Error:**

Errors, (analysis, advice, accounting, information and clerical) could result in confusion, duplication of effort, misinformation being given to the Chief Administrative Officer, Council, government agencies, and the public; could result in financial loss, poor fiscal management and/or unfavourable public relations. Further, errors could result in poor investment practices decisions and practices, (borrowing and long-term investments), and the development of policies that do not represent provincial policies.

### **Physical Demands:**

Physical demands require no undue fatigue regarding sitting, standing and walking. Work is primarily in a seated, comfortable position at a computer with the ability to get up and move around at will. Occasional travel to other local work or event sites.

### **Sensory Demands:**

Daily tasks may include operating a computer, site visits, meetings, training, concentrated attention to detail during report/release writing, analysis of various information and computer work.

## **Working Conditions:**

1. Work environment has minimal or no disagreeable working conditions; work is in view of the public; with frequent public contact; and, is subject to deadlines and interruptions.
2. Work is subject to unusual and unscheduled hours.

## **Control:**

Generally supervised by the Chief Administrative Officer.