



Corporation of the Town of Amherstburg

Job Description

Data

Job Title: **Manager of Financial Services/Deputy Treasurer**

Department/Division: Corporate Services/Financial Services

Reporting to: Treasurer

Salary Range: \$96,224 - \$120,280

Date: February 2021

Position Summary

Reporting to the Treasurer, the Manager of Financial Services/Deputy Treasurer will assist the Treasurer in the effective operation of the Financial Services Division ensuring the Town uses proper financial reporting systems and controls necessary to adhere to the statutory functions as set out in the Municipal Act. The Manager of Financial Services/Deputy Treasurer is responsible for managing the asset management program for the Town. This position coordinates and manages all financial, procurement, budgeting, property tax, and accounting functions for the Town including overseeing the day-to-day operations of the Financial Services division.

Responsibilities

- Fulfills the statutory role of Deputy Treasurer and performs the duties of the Treasurer in their absence
- Manages development and maintenance of the Municipality's policy, procedures, processes and systems for asset management, including annual updates to the Tangible Capital Asset inventory and Asset Management Plan and administration of the Town's asset management program
- Participates in the development of long term financial plans for the Corporation and the analysis of future funding plans involving current budget revenue and expenditure projections
- Provides technical expertise and coordinates with others on operating and capital matters and special projects
- Develops, recommends, implements and monitors policies, procedures and standards to ensure compliance with all related regulations, legislation, accounting principles, policies and best practices in all areas assigned
- Ensures the development and maintenance of all required recordkeeping and maintenance of up to date data systems for all areas of responsibility
- Oversees operations of the Financial Services Division, supervises staff and

monitors performance levels, assigns duties and provides guidance fostering a teamwork environment

- Facilitates and liaises with external auditors in the execution of their independent audits
- Assists in development, administration and monitoring of annual operating and capital budgets and related variance and projection reporting
- Oversees, manages and approves expenditures in compliance with Town's By-laws, policies and procedures
- Coordinates the submission of funding/grant applications to senior levels of government including, the review of eligibility requirements, formulation of projects for approval by Council, preparation of applications and filing of required performance reports
- Manages financial and operational agreements
- Prepares and oversees preparation of annual, quarterly or monthly statistical and financial reports, including Financial Information Returns
- Administers and recommends strategies for cash management, reserves and reserve funds and investment
- Researches and prepares reports and By-laws to Council or committees of Council
- Develops, implements and monitors internal controls to ensure compliance and completeness and accuracy of financial records
- Identifies, recommends and implements best practices related to sectional activities with a focus on continuous improvement, efficiencies and cost effectiveness
- Liaises with and provide excellent customer service to a diverse group of internal and external customers and contacts
- Responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Town of Amherstburg Occupational Health, Safety and Workplace Violence Policy and Procedures, as well as established industry guidelines
- Performs additional duties as assigned

Required Qualifications

Education:

- University degree in Business Administration or Accounting or related field
- A Chartered Professional Accountant (CPA) designation in good standing
- Asset Management Professional (AMP) Certification and Project Management Professional (PMP) Designation are considered assets

Experience:

- Minimum of seven (7) years progressively responsible and related experience, preferably in a management role in a unionized municipal environment
- Municipal accounting and asset management experience is preferred
- Hold and maintain a valid Class "G" driver's licence

Knowledge:

- Thorough knowledge of asset management, financial, purchasing, accounting and auditing principles and practices, including management accounting and PSAB requirements
- Working knowledge of the Municipal Act and other legislation affecting municipalities
- Demonstrated ability in understanding best practices in financial management and controls

Skills:

- Excellent organizational, communication, planning, presentation, problem solving, leadership and supervisory skills
- Ability to deal effectively with all levels of staff and elected officials, consultants, contractors, government agencies and the public
- Ability to handle matters of a confidential or politically sensitive nature, and to maintain confidentiality.
- Sound judgment and excellent analytical and decision making skills
- Excellent interpersonal skills including the ability to work effectively in a team environment
- Must be bondable
- Computer proficiency in MS Office (Word, Excel, Outlook), database applications systems, file management and inter and intranets

Working Conditions

Work is conducted in an office environment. Hours of work are 37.5 hours per week, 8:30 am to 4:30 pm Monday through Friday. Work beyond the normal hours and attendance at after-hours meetings as required. Occasional lifting up to 10 kg.