POSITION: **TREASURER**

REPORTS TO: **CAO/CLERK**

DATE: **OCTOBER 28, 2026**

POSITION SUMMARY:

Shall be responsible for the implementation and management of financial "best practices" throughout the municipal corporation, including the use of financial and professional accounting policies/procedures which are in keeping with the general accounting principles, internal financial audits, operational reviews, expenditures and revenue monitoring, procedures and controls; cash management and short and long term investment, debt financing; all statutory requirements related to financial reporting, bookkeeping, statements and notices; and providing all financial information and communications as required.

MAJOR DUTIES AND RESPONSIBILITIES:

Management

- Perform the statutory duties of the Treasurer as outlined in the Municipal Act.
- Plan, organize and direct the financial administration of the municipality, which includes all assets, liabilities, revenues, and expenditures.
- Develop, implement, and manage the municipal budget, including revenue projections and expense control in conjunction with Chief Administrative Officer.
- Prepare and/or facilitate annual financial reports to various federal/provincial ministries and agencies.
- Administer interim and long-term capital financial requirements, including borrowing, investment, liaison with banks, fiscal agencies, and credit assessment agencies.
- Obtains, identifies, research, recommends and negotiates liability and property insurance coverage and other risk management issues.
- Administers, maintains, and implements the Asset Management Plan.
- Responsible for the fiscal management and reporting compliance for cemeteries.
- Makes recommendations for the Purchase and Procurement Policy and ensures departmental compliance with said Policy.

Accounting

- Calculation and collection of HST quarterly remittance.
- Monthly bank reconciliation.
- Administration of accounts payable and receivable.
- Coordinates the maintenance of records, receipts, and disbursements.
- Coordinates with the CAO for funding and grant reporting and claims.
- Preparation of all financial statements (working papers) for audit – work closely with external auditors to facilitate annual financial audit
- Signing Officer of the Corporation, countersigns cheques.

Human Resources

- Payroll processing including all related remittances – annual preparation of T-4's.
- Administration of employee pension and benefits programs.
- Working with the CAO, responsible for the management and amendments to the employee compensation grid and pay equity plan.
- Receive, investigate, and respond to verbal and written inquiries from council members via the CAO, various agencies, other levels of government and the general public regarding financial matters.

Tax Collection

- Administer and supervise the collection of property taxes and water revenue, including calculation and collection of supplementals, write-offs, and PIL.
- Responsible for the collection of tax arrears, administering tax sales and issuing statements and supplemental bills.
- Reconciles tax revenue to OPTA, GL and budget for audit purposes.
- Responsible for the processing of assessment appeals, 357's and 358's supplementary and write-offs.
- Formulates municipal, commercial, and residential tax rates and tax ratios per council approval.

Other

- Perform all other related duties as may be assigned.
- Attend council and committee meetings as required.

Education/Experience/Skills

Education: A college or university degree in an accounting related discipline or an acceptable combination of education and related experience.

Completion of the Municipal Tax Administration Program and Municipal Accounting and Finance Program desirable.

Experience: Minimum five (5) years progressively responsible senior municipal fiscal management experience is an asset.

Skills: Good working knowledge of municipal accounting requirements and practices.

Good interpersonal and communication skills (oral and written).

Good working knowledge of the Municipal Act, Assessment Act and other applicable provincial

legislation (Ontario) is desirable.

Proficient level of computer literacy, Microsoft 365, knowledge of TMM and SAGE accounting software an asset.

Sound business acumen.

Independence of Action

Adapts procedures as required. Recommends changes to current policies and procedures. Develops and recommends new methods or solutions to complex problems in situations where there are currently no guidelines or formal procedures.

Physical Demands/Sensory Demands

Majority of work is performed in a typical office setting. Workflow requires constant effort with extra effort necessary to meet unexpected deadlines. Deadlines not met could result in grave consequences. Visual and aural concentration is required on a continuous basis.

Working Conditions

Work is usually performed in a typical office setting. Occasionally required to deal with difficult people. Frequent interruptions.

Tact, diplomacy, and human relations skills are required for contacts of a difficult, specialized, or sensitive nature for such purposes as influencing, persuading, motivating, or securing the cooperation of others.