



The Municipality of Trent Hills
Invites Applications for the Position of
Director of Finance/Treasurer

Trent Hills is a vibrant and growing community with a population of 13,000 that is located on the Trent Severn Waterway amongst the rolling hills of Northumberland County.

Reporting to the Chief Administrative Officer, the Director of Finance/Treasurer is responsible for the financial management of the Municipality and necessary policies and procedures to ensure the fiscal viability, sustainability, and integrity of the Municipality.

The Director of Finance/Treasurer manages departmental operations by providing leadership in the areas of municipal finance, overseeing administration of financial functions; budget and financial planning, taxation and revenue, general accounting and payroll functions, tangible capital asset management, procurement, and financial policy and procedure development.

Preference will be given to candidates who possess a university degree in Accounting or Business Administration, coupled with a professional accounting designation (CPA, CA, CGA, CMA). A minimum of five (5) to eight (8) years of senior municipal/public sector experience involved with finance, policy development, fiscal planning and supervision of staff in a municipal financial environment is required.

The preferred candidate is a skilled people manager who is able to establish and maintain effective working relationships with fellow employees, ratepayers and the general public.

The salary range for this 35-hour work week position is \$109,239 - \$127,794 together with a competitive and attractive benefit package.

Resumes will be received until **2:00 p.m. on Wednesday, June 12, 2024**. Please send resumes marked "Director of Finance/Treasurer Competition – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030
66 Front Street South
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca
www.trenthills.ca

All information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M45. We thank all applicants who apply but advise that only those selected for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, the Municipality of Trent Hills is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 705-653-1900 ext. 225 or email kari.petherick@trenthills.ca if you require an accommodation to ensure your participation in the recruitment and selection process.



Come for a visit. Stay for a lifestyle.

Position: Director of Finance/Treasurer
Department: Finance
Reports to: Chief Administrative Officer
Union Exempt

Position Summary:

Reporting to the Chief Administrative Officer, the position is responsible for the financial management of the Municipality and necessary policies and procedures to ensure the fiscal viability, sustainability, and integrity of the Municipality.

Duties and Key Responsibilities:

- As a member of the Senior Management team, actively participate in strategic planning and the development and administration of municipal policies and procedures.
- Responsible for demonstrating positive leadership through the supervision of staff, including directing/guiding work assignments, performance management, identifying and supporting professional development needs/training, coaching, motivating and empowering staff to meet the expectations of the position.
- Manage Departmental operations by providing leadership in the areas of municipal finance, overseeing administration of financial functions; budget and financial planning, taxation and revenue, general accounting and payroll functions, tangible capital asset management, procurement, and financial policy and procedure development.
- Responsible for reserve and reserve fund planning, cash flow management, fees and revenues, investment management, optimization of credit lines, and banking relations; coordinates the identification and source opportunities for revenue and external funding from government or private sources.
- Prepare the annual business plan and budget (operating and capital) including the implementation of the long-term financial plan and the reserve and reserve fund forecast in consultation with the CAO and Department Directors and presents the corporate budget to Council for approval in conjunction with the Senior Management Team; prepares the annual financial statements and Financial Information Returns (FIR) for the external Municipal auditor.
- Implement short-, mid-, and long-term financial planning for the Corporation; develops and submits recommendations to the CAO and Council regarding the financial stewardship and fiscal condition of the Corporation.

- Provide oversight for accounts payable, accounts receivable, tax billing/collections, tax write-offs/tax sales, and the preparation of monthly, quarterly, and annual financial statements and reports; continually reviews financial control systems to ensure accordance with accepted accounting principles, policies and provincial legislation and reports the financial position of the Municipality to Council.
- Establish operating procedures and guidelines for the purchasing of goods and services including spending limit approval authorizations, group/cooperative purchasing agreements and inventory management; monitors the operating performance against the financial plan and initiates corrective action when necessary.
- Monitor, in cooperation with the CAO and Department Directors, the budgets approved by Council; ensures these budgets are implemented, administered and controlled within the required standards.
- Monitor the continual updating of the Municipal Asset Management Plan in conjunction with all Department Directors, ensures that the Municipal asset data base is updated as assets are acquired or disposed of and verifies that appropriate financial records are kept for audit verification purposes.
- Monitor the Development Charges By-Law; updates growth and related capital project estimates and the development charge tables based on the annual change in the Construction Price Index; assists with updating service standards, the growth-related capital programs and the Development Charges Background Study in accordance with the requirements of the Development Charges Act.
- Provide oversight for the corporate payroll and benefit function, and ensures that all year-end payroll activities are completed in accordance with audit requirements.
- Direct the development and preparation of policies, procedures and systems necessary to ensure effective controls are in place to protect the financial affairs of the Municipality and ensures confidentiality of documents in accordance with MFIPPA.
- Direct the Department towards the realization of Council's strategic directions and policies.
- As the Treasurer, execute the Treasury functions and carries out the statutory duties of the Treasurer under the Municipal Act.
- Represent the Municipality at meetings and seminars arranged by various municipal associations and provincial ministries as they pertain to finance.
- Cooperate with the auditor regarding yearly or interim audits and ensures all necessary information and documents are available so that they can be completed.
- Monitor general ledger accounts and performs journal entries as necessary.
- Advise Council, CAO and Directors on financial matters and long-range planning.
- Perform financial analysis on reports to Council, Boards, and Committees.

- Ensure preparation and submission of subsidy, grant and other provincial or federal applications and requests for payment.
- Ensure upkeep of financial information systems and adequate records management for financial records.
- Adhere to the Occupational Health and Safety Act and Municipal policies and procedures. Take all reasonable and necessary precautions to ensure the safety of oneself, other employees, the public, and any person likely to be affected by the employee's acts or omissions.
- Perform such other duties as directed by the CAO.

Position Qualifications:

Knowledge

- University degree in Accounting or Business Administration, coupled with a professional accounting designation (CPA, CA, CGA, CMA).
- Five (5) to eight (8) years of senior municipal/public sector experience involved with finance, policy development, fiscal planning and supervision of staff in a municipal financial environment. Management work experience in a unionized environment required.
- Thorough knowledge of accounting practices, as it relates to Public Sector Accounting Board (PSAB).
- Clear understanding of asset management policies and implementation of best practices.
- Thorough knowledge of financial, purchasing, accounting and auditing principles and practices, applicable legislation/regulatory standards, investment and debt management, provincial grant processes, property taxation, budget formulation, local government functions/responsibilities, and human resources management.

Skills and Abilities

- A skilled people manager with leadership skills, including coaching, team building and employee development.
- Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, ratepayers and the general public.
- Excellent interpersonal, communication (written and oral), analytical, report writing, problem-solving, presentation, public relations, strategic planning, organizational, leadership and supervisory skills.
- Ability to work effectively at fostering good rapport and cooperative business and working relationships; to resolve conflicts, negotiate, mediate, facilitate and present complex financial information to a wide variety of stakeholders to a wide variety of stakeholders.
- Works with a very high level of independence, prioritizing own work, identifying new initiatives/opportunities, improving divisional effectiveness.
- Extremely well organized with the ability to effectively manage multiple initiatives and projects at one time.

- Proficient in Microsoft applications and knowledge of computerized accounting or municipal financial information systems; experience with Microsoft Dynamics Great Plains software considered an asset.
- Ability to remain current with legislation, industry standards and best practices as well as demonstrate a commitment to continuous learning.
- Ability to solve complex abstract problems requiring independent judgment, strategic thinking and innovative solutions.
- Demonstrated political acumen and the ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature; ability to maintain confidentiality.

Other

- Valid and satisfactory 'G' driver's license and access to own vehicle.
- Valid and satisfactory Criminal Record Check.

Working Conditions:

- Work is conducted in an office environment.
- Some travel involved outside of the Municipality for meetings, conferences and training as required.
- Attend meetings, such as budget, other committee meetings, meetings with outside agencies, or consultants, as required

Acknowledgement

Employee Signature: _____

Date: _____