

**MUNICIPALITY OF MISSISSIPPI MILLS
JOB DESCRIPTION**



DEPARTMENT:	Corporate Services
DIVISION:	Corporate Services
JOB TITLE:	Director of Corporate Services, Treasurer & Deputy CAO
EMPLOYEE GROUP:	Non-Union
SUPERVISOR:	Chief Administrative Officer
REVISION DATE:	July, 2021

POSITION SUMMARY AND SCOPE:

Responsible for the efficient financial management of the municipality and the development of the necessary policies and procedures to ensure effective operation thereof. The Director of Corporate Services, Treasurer & Deputy CAO is also one of two staff that will assume the duties of the CAO when the CAO is on annual leave or unable to perform the duties of the position.

DUTIES AND RESPONSIBILITIES:

1. Perform the statutory duties of the Treasurer.
2. Responsible for all financial management systems of the Municipality including but not limited to, general ledger, payroll, accounts payable, tax and water billings and collection of all accounts.
3. Responsible for oversight of corporate real property and the Facility Plan that is managed by the Facilities Manager including capital program, annual energy audit, safety audits of facilities, maintenance and janitorial services, security of assets including alarm systems and cameras and the protection of data collected as part of these programs,
4. Responsible for the oversight of Information Technology for the Municipality including the Digital Master Plan, IT assets and services, Telephone system and contracts and professional services to support.
5. Responsible for the oversight of Human Resources and Labour Relations for the Municipality including the Master Plan, Health and Safety, HR policies, Collective Agreement process, grievances and harassment investigations, performance

management program, benefits administration including negotiations of benefits programs etc..

6. Responsible for the oversight of Reception and the services provided by the main front desk.
7. Manages staff responsible carrying out the above services including all financial services staff, Facilities Manager, Deputy Treasurer, IT Coordinator, HR Coordinator and Administrative Assistant. Manages consultants, if applicable
8. Attends Committee of the Whole or Council meetings as required. Prepares presentations and reports for Council's consideration and approval.
9. Collaborates with other municipal departments in the achievement of efficient and cost-effective works flows and business processes.
10. Prepares administrative, financial and operational policies, guidelines and procedures for the efficient and effective operations of all departments of the Corporation as whole.
11. Conducts research and analysis on economic, demographic, social, environmental and fiscal trends as they impact departments or the Corporation as a whole.
12. Actively participates with the Senior Management team in policy and management issues.
13. Responsible for the preparation of year-end working paper files and the preparation of financial records acceptable for the external municipal auditors required for the year-end and interim audits and for assistance with the preparation of timely annual financial statements and the annual financial information return.
14. Responsible for upkeep of the Municipality's financial, IT, HR systems and administration of any applicable software. Responsible for updating and keeping current the related sections of the Municipality's website.
15. Coordinates the preparation of the annual municipal operating and capital budgets in consultation with other Department Heads and boards for presentation to Council. Ensures alignment of annual budgets with other financial planning documents such as the Asset Management Plan, Development Charges Study, Long Term Financial Plan, Water and Sewer Rate Study, Master Plans related to Finance, IT, HR, Facilities, etc.
16. Establishes the annual water and sewer rate by-law, tax rate by-law and waste management levy by-law. Prepares other applicable by-laws as required.

17. Prepares and submits subsidy, grant and other Provincial and/or Federal support applications and requests for payment.
18. Advises Staff and Council on potential or alternative cost-effective financing or funding strategies.
19. Advises Department Heads and Council, as required on matters of a financial, HR/Labour Relations, IT nature.
20. Responsible for and is the lead in the preparation, updating and monitoring of the Municipality's Asset Management Plan, Long Term Financial Plan, Water & Sewer Rate Study, Development Charges Background Study and by-law, and any other financial plans that may be required.
21. Responsible for the development and monitoring of financial, human resources, IT and facilities policies.
22. Recommends and arranges approved insurance coverage for the municipality. Oversees the insurance program and negotiation of rates.
23. Selects banking facilities and arranges short and long term borrowings and the investment of surplus municipal funds.
24. Establishes financial reporting procedures for review by Department Heads of their departmental spending against budget on a regular basis.
25. Procurement expertise and audit of departments adherence to Procurement Policy on an annual basis..
26. Supplies information to and assists other external auditors for various reviews required such as HST, payroll etc.
27. Ensures timely and accurate communications to the public on financial matters as required by municipal by-laws or legislation.
28. Ensures, through the Municipal Property Assessment Corporation (MPAC), that assessment rolls are updated with regard to new construction and that property changes are completed in a timely manner.
29. Responsible for the hiring, evaluation, discipline and dismissal of department Staff in consultation with Human Resources and the CAO when required.
30. Acts as the CAO during annual leave or when unable to perform the duties of the position. Must be familiar with all ongoing work, plans and policies of the Municipality.

31. Develops Strategic Plans for Municipality – as Deputy CAO is part of the team responsible for the development of overall strategic plans for the Municipality and must be familiar with key plans in order to manage the Municipality in the CAO's absence.
32. The above list generally describes the duties involved with this position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed.

EDUCATIONAL REQUIREMENTS:

- University degree in Accounting, Commerce or Finance
- Chartered Professional Accountant Designation- CA, CMA or CGA; in good standing with the Institute of Chartered Accountants of Ontario.

EXPERIENCE:

A minimum of eight (8) years' progressively responsible accounting experience including management of treasury or corporate services, preferably in a municipal setting.

SKILLS AND COMPETENCIES:

1. Detailed knowledge of the *Municipal Act*, *Development Charges Act*, *Assessment Act*, and other applicable legislation.
2. Demonstrated knowledge of Public Sector Accounting Board (PSAB) accounting standards.
3. Management, supervisory and analytical skills, initiative and the ability to work under pressure.
4. Excellent computer skills, including knowledge of Microsoft Office software, financial software, asset management software and other related software package with a strong sense of uses/opportunities for technology in a municipal environment; demonstrated experience with Diamond-Great Plains financial software would be an asset.
5. Work with the public in a service-oriented environment, to transfer financial information to others with tact and diplomacy.
6. Demonstrated leadership skills with the ability to coach, motivate, and develop employees and encourage teamwork.

7. Demonstrated human resource management skills and experience working in a unionized environment.
8. Ability to build trust and credibility in a politically sensitive role while demonstrating tact and diplomacy.
9. Ability to analyze and make timely decisions taking into account facts, goals, constraints and risks of the situation.
10. Open to new ideas and innovative approaches.
11. Excellent verbal (courtesy, tact, discretion, explanation, judgement and presentation skills) and written communication skills including grammar/spelling skills for proofreading, editing and writing reports/correspondence.
12. Demonstrated excellent organizational skills and time management skills
13. Discretion and good judgement when handling confidential/sensitive material and information.
14. Demonstrated commitment to personal and professional development.

WORKING CONDITIONS:

This position will be scheduled to work regular full- time hours in an office environment. However, additional work may be required to complete special requests or projects. After hours meeting attendance is required and travel may also be required.

PHYSICAL DEMANDS:

The position will work odd or long hours to complete special requests or projects and to attend meetings. This position may have to spend long hours sitting and using office equipment and computers.

ENVIRONMENTAL DEMANDS:

This position will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of Council, Staff, Community associations, residents, special interest groups, developers and other external contacts.

SENSORY DEMANDS:

Sensory demands can include long hours of reading and use of the computer, close and constant attention to detail, accuracy of information, and a noisy and busy office environment all of which may cause eyestrain, fatigue, and occasional headaches.

MENTAL DEMANDS:

This position is exposed to stress and pressure associated with positions that are responsible for overseeing essential departments of the Municipality including IT and HR/Labour Relations, supervising employees, responding to internal/external demands, and managing critical emergency situations and tight deadlines. The position will have to manage a number of requests at one time and must be prepared to deal with on-going stressful situations. The position will require handling complaints of a financial, political, HR/labour relations nature from internal/external contacts which may result in emotionally charged situations.

SAFETY:

The Municipality of Mississippi Mills believes that all accidents can be prevented. To achieve this goal, all Managers must ensure that employees make safety and integral part of every task and job. As a manager, you must be familiar with the Municipality's safety policy and understand your Staff's:

- Right to participate,
 - Right to Know,
 - Right to refuse unsafe work, and,
 - Right to stop dangerous work;
- AND
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware,
 - Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker,
 - Take every precaution reasonable in the circumstances for the protection of the worker,
 - Conduct regular safety meetings with workers,
 - Commend good health and safety performance

All employees must follow the Municipality's Health and Safety policies and comply with the *Occupational Health and Safety Act*.

WORKING RELATIONSHIPS:

Internal	CAO, Department Heads, support staff, Members of Council
External	Government ministries and agencies, public, professional consultants including but not limited to the auditor, lawyer, bankers, insurance brokers, etc.

