



## Township of Ignace

### Job Description

<b>Job Title:</b> Treasurer-Clerk	<b>Department:</b> Office of the Clerk & Finance
<b>Reports to:</b> Chief Administrative Officer	<b>Effective Date:</b> Ongoing

#### **POSITION SUMMARY**

Working in collaboration with the Leadership Team, the Treasurer-Clerk is responsible for the management of the Township's financial affairs and provides financial leadership to Council and the Corporation to ensure long-term financial sustainability as well as managing, coordinating, and maintaining the official records of the Township of Ignace.

#### **CORE COMPETENCIES**

- Exceptional municipal finance proficiency
- Excellent communication skills
- Thorough understanding of the role of the Clerk
- Organizer, multi-tasker
- High moral integrity and work ethic
- Self starter and team motivator
- Political acuity

#### **QUALIFICATIONS**

- A University degree or equivalent post-secondary education in Commerce, Accounting, Business Administration, or a related field is preferred.
- The professional designation of CPA is an asset.
- A minimum of two to three years of experience working in a municipal environment.
- Demonstrated two to five years of municipal or private financial management experience in an advanced and progressive capacity.

- Thorough knowledge of financial, accounting, auditing, public sector accounting and procurement principles and practices, applicable legislation/regulatory standards, investment and debt management, long-range planning, provincial grant process, property taxation, budgets and local government functions and responsibilities.
- Proven ability to define and solve complex financial and business problems requiring quantitative, qualitative and process analysis to assist in the management of financial information to the Leadership Team and Council.
- Knowledge of accounting principles, tax administration, and municipal finance, as well as an understanding of the statutory requirements and duties of the Municipal Clerk as defined in the Municipal Act.
- Two to three years of departmental and personnel management experience is an asset.
- Strong oral and written communication and presentation skills.
- A demonstrated ability to multi-task in a work environment requiring strong organizational skills to meet deadlines.
- Ability to perform duties independently.
- Experience resolving complaints, detecting incidents, and finding solutions.
- Proven ability to establish effective working relationships with other employees, elected officials and the general public.

## **POSITION RESPONSIBILITIES**

### **Office of the Treasurer**

- Coordinate and administer the Township's Finance Department in accordance with the by-laws, policies and plans established and approved by the Council.
- In consultation with the CAO, ensure all required insurance coverage is in place and current.
- Carrying out the statutory duties of the Treasurer under the Municipal Act, the Development Charges Act, the Planning Act and any other applicable legislation on behalf of the Corporation.
- Coordinate and administer the financial affairs of the Township in accordance with the by-laws, policies and plans established and approved by the Council.
- Ensure the Council is supplied with all financial information necessary to meet its fiduciary obligations.
- Provide the Council with necessary data, information, analysis, reports and recommendations regarding the Corporation's fiscal stewardship and financial condition.

- Exercise dutiful, diligent and compliant financial control over all corporate fiscal operations.
- Provide information and training that enhance the financial literacy of the organization, Council members, staff and the public.
- Actively monitor changes to applicable statutes and sector best practices and prepare and update necessary by-laws, policies and procedures pertaining to the Finance Department for the Council's approval.
- Establish and maintain systems and records for accurately recording all financial transactions to reflect the financial situation of the Township to ensure the accuracy of all data.
- Managing the day-to-day operation of the Finance Department and providing strong leadership and execution in the areas of general accounting, financial analysis, budgeting, financial reporting, municipal property taxation, asset management, reserve, and reserve fund management, borrowing and credit management and optimization.
- Under the supervision of the CAO prepare the Township annual Operations and Capital Budget and present to Council for discussion on or before the first day of February each year. Through discussion and workshops input Councils requests and present a final budget to Council before the end of the first quarter.
- Develop and present recommendations to the Leadership Team arising from finance operations that require the approval of the Council.
- Developing and presenting to the Council and Leadership Team reports and information regarding the progress and accomplishments of programs and projects; the status of current operations in relation to the approved budget and long-term plan; and other matters dealing with the management of the treasury function.
- Provide monthly variance reports and budget projections/forecasts to Council, with explanations and supporting documentation on notable variances and/or projected deficits or surpluses.
- Establish and maintain necessary by-laws, operating procedures, guidelines and standardized documents for procuring goods and services, including calls for tenders and RFPs, purchase requisition, spending limits and cooperative/joint purchasing.
- Ensure the collection of all revenues and monies due to the Township in a prompt and efficient manner.
- Actively manage the Township's debt portfolio, including local improvement, issuing debentures, and arranging financing as required and approved by the Council.
- Oversee the processing and payment of all Corporation accounts in accordance with policies and procedures approved by the Council.

- Responsible for, with the assistance of the Deputy Treasurer and Tax Clerk, all aspects of payroll, including reviewing/approving payroll transfers to employee bank accounts and ensuring deduction and reporting requirements are met.
- Ensure all Canada Revenue Agency obligations of the Corporation are met.
- Act as a signing authority in the capacity of the Treasurer, in accordance with the responsibilities outlined in the Municipal Act and as delegated by the Council.
- Maintain a record of applicable grant applications, ensuring they comply with reporting requirements.
- Prepare audit files and working papers for external auditors, coordinate an annual audit, and ensure the audited financial statements are delivered by the auditor to Council in the first quarter of each year.
- Ensure that the annual reporting requirements, such as the audited financial statements and financial information return (FIR), are completed and submitted in the first quarter of each year.
- Manage all aspects of municipal property taxation and collection, payment in lieu, transfers, assessment, arrears, and tax sales while ensuring compliance with all relevant provincial regulations.
- Oversee day-to-day taxation operations, including billing, account adjustments, tax collection, and tax roll maintenance, ensuring sound internal controls.
- Support protection and enhancement of the assessment base; and monitor and address material assessment appeals, assessment growth, supplementary taxation, and tax incentive/deferral programs.

### **Office of the Clerk**

- Perform all statutory duties under the Municipal Act and other Acts of the legislature in the role of Clerk.
- Provide oral and written reports to the Council on a variety of municipal issues.
- Conduct necessary research and analysis to provide suitable background information for debate, discussion, and decisions by the Council.
- Prepare Council and Committee agendas.
- Solely responsible for Public Record management and all document retention, storage, care, control, security, and protection.
- Organize the preparation material, reports and other relevant information needed for Council and Committee meetings.
- Responsible for all required public postings, including agendas and public notices.

- Interpret by-laws, resolutions, and policies to interested parties.
- Attend all Council meetings and provide clerical and record-keeping tasks as required.
- Respond to urgent requests for information, for example, vital statistics and other information required by Federal and Provincial governments and other Local Government bodies.
- Coordinate and compile information on special issues affecting the Township.
- Maintain death records and administer the Cemetery Act regarding the Township's cemeteries.
- Perform the duties of Lottery Licensing Officer as required.
- Support website maintenance and social media as required.
- Performing other duties as assigned by the CAO related to this position.

## **GENERAL**

- Promote the Township's Mission and Values.
- Ensure a high level of transparency and accountability while respecting and adhering to confidentiality requirements under the Municipal Freedom of Information and Protection of Privacy Act and any relevant policies and procedures of the Township.
- Provide Direct supervision, coaching and mentoring to the Deputy Clerk, Deputy Treasurer and all treasury and Office of the Clerk staff.
- Exercise duties as an Emergency Operations Control Group member if required.
- Protect own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant training regarding occupational health and safety. Following all requirements and guidelines for employees and employers as legislated under the Occupational Health and Safety Act.
- Provide information and general assistance to the public.
- Establish and maintain an effective working relationship with staff, administration, members of the Council, and the public.
- Demonstrate strong self-management skills and a desire to further personal development.

## **SALARY RANGE**

\$111,000.00 to \$121,000.00