



Township of South Frontenac Job Description

Title: Director of Finance
Department: Finance
Reports to: Chief Administrative Officer

SUMMARY:

Reporting to the Chief Administrative Officer, the Director of Finance is accountable for the provision of effective and strategic leadership and advice to senior management and Council. This position establishes efficient financial processes mindfully safeguarding the Township's financial assets and ensures compliance to legislation, accounting and directives. This role is responsible for financial oversight, fiscal prudence and business planning by providing accurate and timely information and support to Council and staff.

The incumbent will perform the statutory duties of Municipal Treasurer under the *Municipal Act*. The Director of Finance participates as a member of the Senior Management Team and provides oversight of contracted Information Technology (IT) and Geographic information system (GIS) Services. The individual will maintain an effective working relationship with the Township Auditor, Township Solicitor, and representatives of Municipal, Provincial and Federal governments and represent the Township's interest in dealing with various matters including financial and information technology.

This position is responsible for providing leadership and management of the Corporate Services team.

DUTIES & RESPONSIBILITIES:

- Responsible for the statutory, operational and advisory duties required of a Municipal Treasurer under the *Municipal Act*, the *Municipal Affairs Act* and other Provincial Acts and Regulations.
- Responsible for management of the Township's financial resources and the establishment of the appropriate controls and reporting procedures.
- Develops and implements policies, operational procedures and practices and ensure compatibility and compliance with legislation, the Township's goals and objectives, creating an organizational environment that encourages innovation, creativity and a climate of continuous improvement.
- Coordinates and prepares the annual update of the long-range financial plan.
- Coordinates and prepares the annual operating and capital budget of the municipality in cooperation with department heads and present the proposed budget to the Chief Administrative Officer, then, in turn, to the Council for approval.
- Supports in labour relations including pay equity, job evaluation and collective bargaining
- Oversees all accounts receivable and property taxation functions including billing processes and tax sale registrations.

- Oversees all accounting functions associated with the Municipal Water System.
- Oversees all cash management for the Township, borrowing/banking arrangements & management of the Township's financial resources Including investment management and reserve funding.
- Works with the external auditor to ensure the appropriate financial controls and reporting procedures are in place.
- Reports regularly, to Council and managers, actual revenue and expenditures compared to budget and other financial matters.
- Oversees the preparation of the year-end closing entries and coordinates the annual audit(s) with external auditor(s).
- Responsible for the preparation of the annual FIR, Financial Statements, and any other information that may be required by the Provincial and/or Federal Government(s).
- Responsible for the oversight of Information Technology and Geographic information system (GIS) including provision of advice to staff and council, regular coordination with contracted IT and GIS services, acquisition of computer equipment and the monitoring of hardware and software development.
- Advises Council on the Township's insurance program. Maintains adequate insurance coverage including liability, insurable assets and cyber risk.
- Oversees the payroll related process and benefits management for all employees including councillors and paid on-call firefighters.
- Oversees the procurement processes for the Township including coordinating the Township's purchasing system and providing advice on major purchases.
- Assigns work, provides training and guidance and evaluates the performance of the staff members for whom they provide supervision.
- Establish and maintain sufficient knowledge of property taxation to be able to provide direction to the Deputy Treasurer and answer questions of Council and taxpayers.
- Collaborates with the CAO and senior management in the development of the Strategic Plan (i.e. current situation analysis, environmental assessment, business/economic outlook, setting/updating Corporate Service goals and strategies).
- Establishes and maintains an effective working relationship with the Township Auditor, Township Solicitor, and representatives of Municipal, Provincial and Federal governments
- Establish, update and maintain a system that results in timely budget preparation and ongoing, accurate budget control.
- Ensures that the Township staff members for whom they provide supervision are following occupational health and safety practices.
- Performs any other related duties assigned by their supervisor.

SUPERVISION:

- Works under the general supervision of the Chief Administrative Officer.
- Provides direct supervision to the Deputy Treasurer, and Financial Analyst, and indirect supervision of the Finance Supervisor, Accounting Clerks, Treasury Clerks and Reception Clerk.

QUALIFICATIONS:

- Post-secondary education in Accounting or Business Administration.
- A recognized professional accounting designation (CPA, CA/CGA/CMA) would be considered an asset.

- At least four (4) years of relevant experience in progressively responsible management level positions preferably in a government/institutional setting.
- Direct experience in a municipal setting and formal education and training in Municipal Accounting and Finance.
- Working knowledge of legislation, regulations, policies and procedures that impact municipal government corporate operations.
- Demonstrated ability to be a team player and coach who can establish effective working relationships with Council, employees and the general public
- Strong communication (written, oral and interpersonal), analytical, report-writing, problem-solving, presentation, public relations, strategic planning, organizational, project/time management, leadership, and supervisory skills.
- Ability to analyze complex situations and to prepare comprehensive reports on a variety of subjects.
- Ability to proactively exhibit strong organizational skills and the capacity to multi-task in a fast-paced environment responding with flexibility to changing priorities.
- Demonstrated commitment to client-centered service.
- Demonstrated ability to think strategically and translate strategy into action.
- Advanced computer skills including Microsoft Office Suite, ability to use other database software and financial reporting systems and database management.
- Demonstrated ability to identify sensitive matters and adhere to confidentiality while exhibiting discretion and good judgment.
- CMO designation or expressed willingness to enroll in the Municipal Administration Program sponsored or in in the Executive Diploma in Municipal Management by AMCTO.

OTHER:

- This is a full-time non-union position based on a 40-hour work week. Some flexibility throughout the year will be required.
- Compensation is in accordance with the Salary Schedule adopted by Council and periodically amended
- Benefits are in accordance with Township policies.
- A 12-month probationary period is required.

APPROVED:



Chief Administrative Officer

DATE APPROVED: January 3, 2025