

Job Description
Director of Finance/Treasurer

Position: Director of Finance/Treasurer	
Reports To: Chief Administrative Officer	Date: May 27, 2026
This Position Is: <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised	

Job Summary:

Reporting to the Chief Administrative Officer the Director of Finance/Treasurer will be an integral member of the senior management team. The Director of Finance/Treasurer provides financial leadership and strategic advice to Council and staff to ensure the long-term financial sustainability of the Municipality. The Treasurer executes the statutory duties in accordance with the Municipal Act, 2001, and all other Acts governing municipalities in Ontario, and is responsible for the control, management and efficient and effective administration of the financial accounting and data processing functions of the municipality in the areas of financial planning and budgeting, accounting, investment and fund management, asset management, tax and water revenue, risk management, procurement and payroll oversight.

Duties and Responsibilities:

Financial Oversight and Treasury Duties (35%)

- Prepare and monitor annual budgets.
- Perform statutory duties of the Treasurer.
- Maintain accounting records.
- Calculate annual property tax levy, tax rates and service rate budgets and ensure rates are calculated and balanced, tax bills are distributed, and assessment roll is maintained.
- Oversee all processes related to property tax sales.
- Responsible for ensuring month-end routines, reconciliations and uploads are coordinated and completed accurately and on time.
- Coordinate and complete entries for all annual independent audit requirements for the Corporation and relevant Boards. Be present when the auditors are on site, and ensure that all financial records, reports, reconciliations, trial balances, etc. are maintained and ready to be produced in a timely and efficient manner for the purpose of such audit. Ensure Consolidated Statements are presented to Council in a timely manner.
- Analyze general ledger accounts for both revenue/expenditure budget controls and asset/liability control.
- Ensure corporate payroll is processed and remittances completed.
- Responsible for reserve and reserve fund planning.
- Oversee update of Development Charge studies as needed and ensure that Development Charges are collected, remitted and reported on as per legislative requirements.
- Responsible for seeking out alternate sources of funding, grants, loans, etc.

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- Complete relevant provincial, federal or relevant entity funding applications and ensure successful applications are properly managed, records maintained and there is compliance with funding conditions including proper reporting.
- Responsible for the implementation and maintenance of financial systems.
- Lead efforts to modernize financial practices through technology upgrades, process automation, and improved digital reporting capabilities.
- Be diligent in ensuring the prompt collection of all money due to the Corporation, including (but not limited to) property taxation (including water usage charges), other user fees and claims (grant, subsidies, etc.) from other levels of government.
- Ensure completion of monthly bank and tax reconciliations.
- Perform duties of the Treasurer for the Trent Lakes Library Board.
- Other duties as assigned.

Strategic Financial Planning & Advising (25%)

- Advise the CAO and Council on financial, fiscal, and custodial matters of the Municipality.
- Prepare the annual budget (operating and capital) and recommend updates to financial related Municipal policies as required.
- Responsible for updating and integrating the Asset Management Plan into the long-range financial plans to achieve sustainable capital budgeting strategies.
- Liaise with health benefit carriers, insurance companies and other third parties to manage contracted services in an efficient and effective manner while managing risk to the Municipality.
- Ensure accurate tracking, valuation, and reporting on all tangible capital assets to ensure compliance with Canadian Public Sector Accounting Standards.
- Develop and execute financing strategies to support capital initiatives.
- Manage debt portfolios and funding options for short and long-term financing scenarios.
- Network and collaborate with colleagues through the MFOA, AMCTO and other professional associations to stay abreast of new regulations, best practices and other municipally relevant issues.
- Assist in the interpretation and application of the union contract and support union negotiations.

Department Leadership & Management (20%)

- Recommend to the CAO the appointment, promotion and dismissal of employees.
- Direct, administer and supervise the activities of the department by providing guidance and advice to staff consistent with municipal policies, applicable legislation, and Council direction.
- Provide leadership and oversight of work assignments and performance management, while identifying and supporting professional development needs/training, by coaching, motivating and empowering staff to meet the expectations of their positions.

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- Responsible for the performance of direct reports, provide constructive feedback and opportunities for improvement when necessary, including completion of formal annual Performance Evaluations/Meetings.
- Conduct regular departmental meetings and briefings with staff on a regular basis to review planned work and resolve any employee concerns.
- Ensure that employees in the Finance Department adhere to the Occupational Health and Safety Act and Municipal Health and Safety Policy.
- Foster a culture of continuous improvement and innovation within Finance team through training, mentorship, and collaboration.

Procurement and Risk Management (15%)

- Oversee the Municipality's procurement processes, including the development, issuance, and evaluation of tenders, RFPs and RFQs, ensuring compliance with municipal procurement policies and applicable legislation.
- Provide guidance and oversight to departments on procurement of best practices and ensure transparency, fairness, and value for money in all purchasing activities.
- Manage the Municipality's insurance portfolio, including the coordination of annual renewals, policy reviews, and claims management.
- Liaise with insurance providers and legal counsel as needed to ensure adequate coverage and timely resolution of claims.
- Ensure procurement strategies align with the Municipality's goals for environmental responsibility, local economic development, and value-based purchasing.
- Ensure a high level of respect for confidentiality for both the organization as a whole and staff as per the Municipal Freedom of Information and Protection of Privacy Act.

Corporate Leadership & Collaboration (5%)

- Participate as a member of the Senior Management Team.
- Participate in the Municipal Control Group and Incident Management System during emergencies.
- Contribute to the development of corporate-wide policies and initiatives.
- Engage in cross-departmental initiatives to enhance service delivery, operational efficiency, and community-focused outcomes.

Qualifications:

- Post-secondary degree or diploma in Accounting, Finance, Business Administration, or related field.
- Professional accounting designation (CPA) is preferred.
- Completion of AMCTO or Municipal Tax Administration Program (MTAP) through OMTRA, an asset.
- 5 to 7 years of progressively responsible management experience, ideally in a public sector or municipal government environment.

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- Familiarity with Ontario municipal legislation such as the Municipal Act, Assessment Act, Development Charges Act, and Municipal Freedom of Information and Protection of Privacy Act.
- Knowledge in setting tax rates, payroll regulations, Employment Standards Act, tax collection legislation and Provincial legislation impacting municipalities.
- Supervisory and managerial knowledge, skills, experience and ability.
- Proven ability to deal with the public, politicians and senior level staff on issues that may be sensitive, contentious and difficult.
- Experience with:
 - Public Sector Accounting Standards and municipal financial systems.
 - Municipal budgeting and financial planning.
 - Audit preparation and financial reporting.
 - Regulatory compliance (municipal, provincial and federal).
 - Development Charges and grant applications.
 - Purchasing and tendering requirements and best practices.

Key Competencies:

- Strong leadership ability.
- Sense of tact and confidentiality.
- Strong sense of honesty and integrity.
- Analytical, problem-solving, and decision-making skills.
- Ability to work independently as well as part of a team.
- Visual and mental concentration to multitask.
- Strong oral and written communication skills.
- Exceptional attention to detail.
- Ability to prioritize tasks.
- Time management skills and ability to work under deadlines/stress.
- Ability to deal with frequent interruptions and competing priorities.
- Experience in municipal policy development and fiscal management with a good working knowledge of the Municipal Act.

Health and Safety:

All Employees are responsible for being aware of, understanding and following Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

Supervision:

This position supervises the Deputy Treasurer/Tax Clerk, Tax Clerk/Accounts Payable and Finance Administrative Assistant.

Contacts:

Internal: Has contact with all employees, the union and Council.

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External: With the public, other Municipalities, private businesses, lawyers, real estate agents, mortgage companies, and all levels of government.

Work Environment:

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions of the job.

- Typical office environment conditions with occasional travel outside the office to attend meetings/conferences/seminars.
- Works in an environment that is subject to interruption and demands accuracy, attention to detail and multi-tasking as well as working with tight deadlines.
- Tasks are diverse, difficult and complex.
- Considerable judgement is required and complex interpretation is needed.
- Work is confidential in nature and requires considerable discretion.
- 40-hour work week and may require occasional overtime.
- Works within the administrative policies and procedures of the Municipality.
- Adjustments of a controversial nature and dealing with complex, sensitive resident or employee relations.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be provided to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their fingers for typing. Simple, easy muscular movements and limited intricate or repetitive tasks. Typical activities include sitting, standing, considerable visual attention to details and movement of average weight materials. This job has some capability to control interruptions and pace of work.

Impact of Error:

- Financial impact could occur if accuracy is not a top priority.
- Missing deadlines could have financial implications.
- Decisions have an impact on the department.
- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality and have legal as well as long-term consequences.
- Errors could result in loss of money for the Municipality and missed opportunities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of

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qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. In order to meet the needs of the Municipality of Trent Lakes, employees may be assigned other duties, in addition to or in lieu of those described above. Duties are subject to change at any time.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

Employee

Date