

TOWNSHIP OF MONTAGUE
Position Description-Treasurer
February 2025

Position Title: Treasurer
Reporting To: Municipal Manager or designate.

PURPOSE OF POSITION

To serve as the Township's Treasurer ensuring compliance with all statutory obligations, sound financial management and accounting practices.

To coordinate the preparation of the Township's budget, to monitor expenditure against the budget through regular reporting and to provide financial analysis to Council and senior staff to maximize revenue generation and the utilization of financial resources and management of assets.

MAJOR RESPONSIBILITIES

1. Treasury

Serves as Treasurer for the Township ensuring compliance with all statutory obligations and sound financial management practices.

Delivers financial services such as accounts payable, accounts receivable, billing, payroll, cash collections and processing, banking, posting, reconciliation and financial monitoring and reporting.

Administers Township-wide budget preparation; prepares and reviews detailed budget instructions; reviews departmental draft budgets for compliance with budget directions and suggests changes as necessary; assembles departmental budgets into preliminary budget for review; changes preliminary budget per Council direction; publishes adopted annual budget; prepares annual financial report; supervises maintenance of financial records; directs investment of Township funds; monitors revenues and expenditures; certifies expenditures, prepares reports, prepares budget amendments; prepares specials studies/reports.

Conducts financial policy analysis; collects and analyses department data and information; identifies and quantifies problems; formulates potential solutions; prepares cost analysis of optional solutions; develops and delivers presentations; provides professional advice; takes appropriate action to implement financial policy.

Administers the Township's tax collection function, minimizing tax arrears and errors, ensuring collection of interest and penalties, and applying tax sale procedures; prepares taxation changes to the tax roll; processes and calculates tax abatement applications, tax adjustments and write offs, calculates supplementary taxes and tax bills; performs all duties associated with tax registration procedures.

TOWNSHIP OF MONTAGUE
Position Description-Treasurer
February 2025

Prepares or assists in the preparation of by-laws related to financial matters in consultation with department heads and Township Solicitor, as required.

Prepares or assists in the preparation of tender documents related to financial matters in consultation with department heads and Township Solicitor, as required.

Maintains effective working relationships with all departments and staff.

Ensures that necessary information and documents are available for the annual audit, work with the auditor to minimize audit costs and to address concerns of the auditor.

Coordinates renewal programs and management of Township assets; reviews and monitors long-range capital plans and multi-year and annual capital budgets relative to plans; ensures appropriate maintenance and legal use of township property and equipment and maintains property inventory.

Manages daily operations of computer assets; solves operation problems as needed; reviews procedures for compliance with internal control standards; writes procedures to improve and correct deficiencies.

Responds to inquiries from staff regarding payroll and benefits, and vendors, taxpayers and the public regarding financial processing and tax matters. Provides explanations as required.

Represents Township with outside agencies, groups, and citizens; meets with peers in business, community, and other government activities to encourage cooperative problem-solving and joint approaches to problems; delivers speeches or presentations representing the Township as assigned; provides information to media.; works with citizens and citizen groups to resolve problems requiring financial input.

Prepares financial materials; researches options needed for commission/committee recommendations as needed; assists in framing issues, providing optional solutions, and strength/weaknesses of potential solutions.

Evaluates impact of regulations and legislation changes and advises Council, as required.

Undertakes special projects related to financial administration activities as directed by Council and performs other related duties, as assigned.

Work collaboratively with the Municipal Manager to research and apply to funding streams (Provincial, Federal, Local) to develop applications that will be successful to fund projects, purchases, etc.

TOWNSHIP OF MONTAGUE
Position Description-Treasurer
February 2025

2. Human Resources

Provides direct supervision and oversight to Administrative Assistant and Finance Clerk.

Work with all management and staff to ensure departments are operating efficiently and effectively, and within the approved budget.

Provides direct administrative guidance to all municipal departments consistent with the policy directions approved by Council.

Conducts performance appraisals for management and direct reports and provides recommendations for merit increases.

Provides direct administrative guidance to all municipal departments consistent with the policy directions provided by Council.

Fosters positive employee/employer relations and a productive workplace environment.

3. Financial Resources

Coordinates the preparation of the Township's budget and implements effective financial management systems. Ensures that the Township's financial management practices comply with statutory requirements and accepted standards.

4. Material Resources

Ensures the maintenance and confidentiality of financial information and releases approved information.

Provides administrative support to implement and maintain the Township's asset management system.

SKILL AND EFFORT

5. Knowledge

Thorough knowledge of administrative practices and procedures and municipal operations and legislation, normally acquired through post-secondary education plus the successful completion of the AMCTO's Municipal Administration Program.

Through knowledge of and experience with current public sector accounting theory, principles, and practices; internal control procedures; financial analysis; financial information systems and computerized financial applications; public

TOWNSHIP OF MONTAGUE
Position Description-Treasurer
February 2025

finance and fiscal planning; payroll and accounts payable and receivable functions; budgetary accounting and reporting systems.

Ability to read, analyze and interpret technical journals, financial reports, legislation, and legal documents. Ability to respond to enquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports for publication that conforms to prescribed style and form and to present reports.

- Degree in Public Administration, Business Administration, or a related field (or equivalent experience).
- Minimum of 5 years of senior leadership experience in municipal government or a related field.
- Proven capability of utilizing modern technologies to enhance customer service.

6. Physical Skill and Effort

Requires manual dexterity to operate a computer to input and retrieve data accurately and quickly.

Must be able to commit to working additional hours or when deemed necessary to meet deadlines.

7. Decision Making and Judgment

Decisions regarding financial analysis and selection of alternative approaches when establishing the annual budget or analyzing the financial impact of changes in legislation, programs or funding involves the interpretation of a variety of factors where available guides are limited. Decisions impact on the financial viability of the Township and organizational objectives.

8. Interpersonal Skills/Contacts

Internal

Other department heads and Council when establishing budgets and reporting on expenditures and variances to support and encourage fiscally responsible decision making.

External

With Provincial ministry staff to negotiate grants and obtain information. With counterparts in other municipalities to exchange information. With the public to respond to inquiries and resolve problems concerning tax statement, billing, fees etc. With the auditor and solicitor to exchange information and seek advice. With

TOWNSHIP OF MONTAGUE
Position Description-Treasurer
February 2025

suppliers to obtain information, respond to inquiries and resolve issues regarding payment of accounts.

WORKING CONDITIONS

9. Environment

Works in an office environment with interruptions from the public and staff.

10. Control over Works Schedule

Attends evening meetings and the occasional requirement to work additional hours to meet peak workload demands.

11. Safety

The Township of Montague believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Township's Safety Policy and understand their:

- Right to Participate:
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Township's Health and Safety Policy and comply with the Occupational Health and Safety Act.