



Township of East Garafraxa Manager of Finance & Treasurer Job Description 12 May 2025



Position Synopsis and Purpose

The Finance Department is responsible for handling the financial affairs of the municipality and ensuring the overall financial well-being of the Township. To achieve these goals, the department operates within policies and guidelines as set out by Federal/Provincial governments and Council. The general duties of the Financial Department are as follows:

- Budget preparation, coordination, and review
- Property tax billing and collection, including tax registration & tax sales
- Water utility billing and collection
- General accounts receivables, billing, and collection
- Payroll and benefits administration
- Accounts payable and receivables
- Procurement processing and approvals
- Supervision of accounting and internal control for all departments
- Financial reporting and report preparation for Senior levels of Government as well as internal financial reporting, as required
- Subsidy preparation for all departments including liaison with Federal and Provincial Ministries
- Coordination of all audit functions
- Custodian of all financial assets including the asset management plan of the Corporation
- Risk management and insurance services for the municipality

The Manager of Finance & Treasurer shall perform the statutory duties of the Treasurer under the provisions of the Municipal Act and other related statutes and be responsible for ensuring all legislative requirements and principles of sound financial management are met by the municipality and local boards. As an integral member of the leadership team, the Manager of Finance & Treasurer will be engaged and active in the development of various policies, initiatives and strategic investments.



Major Responsibilities

Description	Approx. Time Spent (%)
BUDGETS: <ul style="list-style-type: none"> Budget preparation, monitoring, control and reporting including grant preparation, transfer payment reporting, and County & School board reporting Monitor annual operating, capital and reserve fund budgets for the Township. Coordinate the preparation of departmental estimates and complete an annual budget for presentation to Council. Establish and maintain system and records for accurately recording all financial transactions to reflect the financial situation of the Township to ensure the accuracy of all data. Monitor actual expenditure/revenues and provide regular and timely variance report to the Chief Administrative Officer. Provide quarterly variance reports and budget projections/forecasts to Council, with explanations and supporting documentation on notable variances and/or projected deficits or surpluses. Develop and present report and information regarding progress and accomplishments for 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 Maintain an awareness of available and applicable grants, subsidies and transfers and ensure applications are made when appropriate and comply with reporting requirements. 	25%
TAXATION: <ul style="list-style-type: none"> Tax Billing preparation, establish tax rate table, monthly reconciliation, collecting and reporting, yearend roll over Manage all aspect of municipal property taxation and collection, payment in lieu, transfers, assessment, arrears, tax write-offs and tax sales, supplementary tax billings and write-offs, while ensuring compliance with all relevant provincial regulations. 	20%
PAYROLL & BENEFITS <ul style="list-style-type: none"> Hands on administrator of payroll related duties including payroll, remittances and administering benefits and year end reconciliation. Responsible for payroll transfers to employees bank accounts and ensuring deduction and reporting requirements are met. Manages employee benefit program 	20%
ACCOUNTS: <ul style="list-style-type: none"> Accounts Payable, Receivable and reporting Ensures all invoices paid on time, and verifies accuracy Monitors revenues and accuracy of accounting Ensures bank statements reconciled regularly and that direct deposits for taxes, and other revenues duly recorded 	20%
	15%

Description	Approx. Time Spent (%)
<p>OTHER:</p> <ul style="list-style-type: none"> • Coordinates the annual Financial Statements & Financial Information Return. • 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 • Develop and maintain the Municipality's Asset Management Plan, and any other plans as required or approved by Council. • Responsible for the Development Charges Act, including Development Charges Bylaw, coordinating background reports, development of bylaws, development charges deposits and securities, and development charges record keeping • Oversees and maintains necessary by laws, operating procedures, guidelines and standardized documents for the procurement of goods and services including call for tenders and RFP's, purchase requisitions, spending limits and cooperative/joint purchasing • Other duties and responsibilities as assigned, including as Acting CAO during absences. 	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Decision Making and Independence

1. **List examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them.**

SUPERVISION

Managing and supervising employees is fundamental in the workplace and this position is the go-to point for support, guidance and sometimes even conflict resolution. As a small team, setting the tone with clear communications assists with performance and productivity in ensuring the wellness and safety of the of the team. As the senior expert, you will be involved with continuous training and development of your team as an essential part of being able to delegate tasks effectively.

BUDGETING

Budgeting is one of the most important tasks in the Finance Department. Creating a thorough and precise transparent budget is important so that Council can make informed decisions. This level of consideration is critical to provide as much information as possible, and providing multiple options and considerations, in order to create an accurate tax table on which to base tax collection, and ensure the financial health of the Township.

AUDIT PREPARATION

Creating a smooth audit process is essential to ensure that all Township financial controls and transactions are recorded accurately and managed appropriately. Ensuring that all necessary documentation is delivered to the Township auditors efficiently and that all records are complete and in order.

REPORTING

Reporting on time and with accuracy is key to ensure successful results in grant proposals and reports. It is the main component in ensuring that other agencies consider the Township position with clarity and accuracy so that fair decisions can be made that will impact the Township's financial situation. Deciding what to report, how to report and when to report is crucial.

2. List examples of situations or problems that are referred to the supervisor for direction or resolution.

Struggling to meet a deadline or completing a task or lack full understanding of a task. Also, receiving and understanding instructions from CAO regarding direction given by Council with respect to their initiatives and goals for the Township, and preparation of documentation/reports accordingly.



Required Training (Description of training required in order to perform the major responsibilities)

*Attends training, workshops and seminars where appropriate and as required to remain certified as a Chartered Professional Accountant.



Minimum Qualifications

Education (degree/diploma/certifications)

- Recognized university degree in accounting
- Member in good standing as a Chartered Professional Accountant.

Experience

1. Minimum of 5 years experience in a senior level municipal government finance role, including authoring and presenting capital and operating budget recommendations to municipal Councils.
2. Demonstrated experience in supervising, hiring, conducting performance appraisals and developing employees.
3. Portfolio of experience in public speaking and making formal presentation to large audiences.

Knowledge/Skill/Ability

Extensive knowledge of municipal finance and accounting practices, auditing, public sector accounting and procurement principles and practices, asset management, investment and debt management, long range planning, provincial grant process, property taxation, budgets and local government functions and responsibilities.

Capable of payroll and benefits administration, including remittances to government ministries, CRA insurance providers and OMERS pension.

Proficient at managing public sector procurement processes and enforcement of policies.

High level of proficiency with all Microsoft applications, particularly excel, and knowledge of Keystone Accounting programme would be an asset.

Excellent working knowledge of legislation, policies and programs that affect municipal government.

Excellent analysis and research skills, with 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.

Proficient at completing funding applications, managing funding, and reporting to Province/Federal Governments as required.

Excellent interpersonal, project/time management, organizational, analytical, research, communication, presentation, problem-solving and report-writing skills.

Good working relationship with other staff members, Council and the public.



Work Setting (Description of the work environment and nature of people interactions)

Contacts

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
CAO	Constant	Communicating on Finance needs, and needs to go to Council
Clerk	Regular	Matters that need to go to Council
Administrative Financial Assistants	Constant	Financial matters they are assisting with
Public Works Director	Occasionally	Relating to budget, accounts, personnel and/or asset management
Public	Regular	Inquiries on tax billing and assessments as well as general enquiries related to finance
Other agencies	Regular	Auditors, Vendors, County, Ministry other local municipalities, Financial Institutions, etc

Work Conditions/Physical/Mental Effort

Please check off all that apply

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work

Normal (i.e. 8:30 am – 4:30 pm, Monday to Friday)	<input checked="" type="checkbox"/>
Evenings/Weekends	<input checked="" type="checkbox"/>
On-Call	<input type="checkbox"/>
Over-time (How often? Expand below)	<input checked="" type="checkbox"/>

Examples:

Occasional overtime worked as required especially during budget and audit and year end activities.

Attend Council and/or rate payer meetings after hours.

2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100%
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%
					=100%
Attend internal/external meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40%
Time spent travelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10%
Frequency of interruptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40%
Interaction with irate/aggressive clients/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10%
					100%

Examples:

Interruptions are usually from administrative financial assistants regarding treasury duties they assist with, and/or CAO including discussions regarding Council direction, and strategic planning requirements with respect to finance. Discussions with rate payers regularly, especially during tax season, and occasional incidents wherein tax questions or queries can become contentious. Typically, if a customer becomes aggressive with administrative financial assistant the matter will forward to Treasurer, if it is treasury related.

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dirt, Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disagreeable weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

N/A

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to lift objects (list max weight)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PPE worn on a regular basis (list type):				
• Only masks due to COVID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of tools used (list type):				
• Computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Calculator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

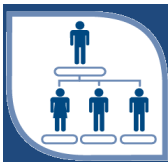
Data inputting, analysis, calculating, budget preparation, audit preparation, tax billing and taxation functions, dealing with agencies, Provincial and Federal levels of government regarding funding and reporting requirements, public enquiries, other staff and other municipalities.

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to listen attentively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

Responsible for deadlines.
Responsible for accuracy.
Frequent high volume of workload.
Flexibility and adaptability.
Spontaneity and able to switch direction/focus frequently.



Position Classification (Where this position fits)

Position Title: Treasurer	Division:
Department: Administration	Classification:
Work Location: Office	Reports to (Direct): CAO
Position(s) Supervised Directly: Administrative Financial Assistants	Position(s) Supervised Indirectly:
Effective Date:	Revision Date:
Salary Range:	Hours per Week: 35

Organizational Chart

List the reporting relationship of this position to others within the immediate department.

