
TOWNSHIP OF CRAMAHE

JOB DESCRIPTION

JOB TITLE: Treasurer **REVISED:** Feb 2018
DEPARTMENT: Corporate Services **PAGE:** 1 of 2
DIVISION: Administration

DIRECTLY RESPONSIBLE TO: CAO

MAIN PURPOSE:

Reporting to the CAO, the Treasurer is responsible for overseeing the financial management of the Township, including budgeting, financial reporting, financial planning and forecasting and supervision, management and administration of the Treasury staff

As an experienced and highly motivated Treasurer, you will work effectively with Council and staff, as principal policy advisor to the Corporation, providing strategic, financial and budget advice. The ideal candidate will have excellent leadership and communication skills with proven progressive financial management experience and the ability to work effectively in a team environment. . This opportunity will serve in the areas of fiscal, financial and accounting matters.

KEY RESPONSIBILITIES:

The successful candidate will:

- possess excellent knowledge of the *Municipal Act* and other relevant legislation; Public Sector Accounting Board standards; investment and debt management; Provincial/Federal funding programs. Possess a thorough knowledge and experience in financial management, purchasing, accounting
- and auditing principles and practices, applicable legislation/regulatory standards, property taxation, payroll, property assessment, budget formulation, local government functions and responsibilities. Excellent interpersonal verbal and written communication skills to deal with the public and all
- levels of municipal staff and members of Council on sensitive and confidential matters. Excellent financial, project/time management, organizational, analytical, research, communication,
- presentation, problem-solving, staff leadership and supervisory skills.

REQUIREMENTS:

- Post secondary degree/diploma in accounting or business and a professional designation (CA, CGA, CMA), CPA preferred.

- Significant and demonstrated experience in a management capacity with three (3) to seven (7) years management of municipal finances, fiscal planning, department management and staff supervision. Preference will be given to candidates with experience in a municipal environment.
- Thorough working knowledge of the Municipal Act, Development Charges Act, Public Sector Accounting Board standards, Occupational Health and Safety Act, investment and debt management, provincial/federal funding programs, property taxation, auditing standards and practices and other related legislation or regulations.
- General knowledge of information technology systems and operations is an asset.
- Excellent interpersonal, financial, managerial, project/time management, organizational, analytical, research, communication, presentation, problem-solving, report-writing and supervisory skills.
- Leadership and human relations skills in order to direct, develop, motivate, and support staff in developing and achieving goals and objectives and able participate as an effective team member.
- Thorough working knowledge of Microsoft Windows and Office applications and Great Plains Dynamics.