



**Director of Finance/Treasurer
Finance Department
Municipality of North Grenville
POSTING: FIN-2024-004**

North Grenville is a growing municipality located in eastern Ontario housing a unique blend of small town and rural culture. Comprised of an urban center (Kemptonville) and surrounded by several charming rural hamlets, North Grenville is situated between Canada's National Capital - Ottawa and the St. Lawrence River, only a 30-minute drive along the Veterans Memorial Highway (416), to either destination. North Grenville offers many tourist attractions, businesses, and outdoor destinations including the historic Rideau River and Kemptonville Creek.

Application:

The Municipality of North Grenville is seeking to fill the position of **Director of Finance/Treasurer** in its Finance Department. Interested applicants may submit a cover letter and resume outlining qualification in confidence to Human Resources by: **Friday, May 17th, 2024, no later than 4:00 p.m. EST.**

Please quote "FIN-2024-004"

Email: hr@northgrenville.on.ca
Mail: Municipality of North Grenville
285 County Road 44
PO Box 130
Kemptonville
ON K0G 1J0

Responsibilities:

Reporting to the Chief Administrative Officer, the position is responsible for the financial management of the Municipality and necessary policies and procedures to ensure the fiscal viability, sustainability, and integrity of the Municipality.

Duties and Responsibilities:

The position will:

- Manage Departmental operations by providing leadership in the areas of municipal finance, overseeing administration and financial functions; budget and financial planning, taxation and revenue, general accounting and payroll functions, tangible capital asset management, procurement, and financial policy and procedure development
- Be responsible for reserve and reserve fund planning, cash flow management, fees and revenues, investment management, optimization of credit lines, and banking relations; coordinates the identification and source opportunities for revenue and external funding from government or private sources
- Prepare the annual business plan and budget (operating and capital) including the implementation of the long-term financial plan and the reserve and reserve fund forecast in consultation with the CAO and Department Directors and presents the corporate budget to Council for approval in conjunction with the Senior Management Team; prepares the annual financial statements and Financial Information Returns (FIR) for the external Municipal auditor
- Oversee the insurance and risk management program for the entire Municipality
- Implement short-, mid-, and long-term financial planning for the Corporation; develops and submits recommendations to the CAO and Council regarding the financial stewardship and fiscal condition of the Corporation
- Provide oversight for accounts payable, accounts receivable, tax billing/collections, tax write-offs/tax sales, and the preparation of monthly, quarterly, and annual financial statements and reports; continually reviews financial control systems to ensure accordance with accepted accounting principles, policies and provincial legislation and reports the financial position of the Municipality to Council
- Establish operating procedures and guidelines for the purchasing of goods and services including calls for tender, purchase requisitions, spending limit approval authorizations, group/cooperative purchasing agreements and inventory management; monitors the operating performance against the financial plan and initiates corrective action when necessary
- Monitor, in cooperation with the CAO and Department Directors, the budgets approved by Council; ensures these budgets are implemented, administered and controlled within the required standards

- Monitor the continual updating of the Municipal Asset Management Plan in conjunction with all Department Directors, ensures that the Municipal asset data base is updated as assets are acquired or disposed of and verifies that appropriate financial records are kept for audit verification purposes
- Monitor the Development Charges By-Law; updates growth and related capital project estimates and the development charge tables based on the annual change in the Construction Price Index; assists with updating service standards, the growth-related capital programs and the Development Charges Background Study in accordance with the requirements of the Development Charges Act
- Provide oversight for the corporate payroll and benefit function, verifies biweekly payroll processing, authorizes Council approved wage adjustments, and ensures that all year-end payroll activities are completed in accordance with audit requirements
- Direct the development and preparation of policies, procedures and systems necessary to ensure effective controls are in place to protect the financial affairs of the Municipality and ensures confidentiality of documents in accordance with MFIPPA
- Direct the Department towards the realization of Council's strategic directions and policies
- Actively participate on Senior Management Team in policy and management issues
- As the Treasurer, execute the Treasury functions and carries out the statutory duties of the Treasurer under the Municipal Act in the absence of the Treasurer
- Represent the Municipality at meetings and seminars arranged by various municipal associations and provincial ministries as they pertain to finance
- Cooperate with the auditor regarding yearly or interim audits and ensures all necessary information and documents are available so that they can be completed
- Monitor general ledger accounts and performs journal entries as necessary
- Advise Council, CAO and Directors on financial matters and long-range planning
- Perform financial analysis on reports to Council and Committee of the Whole

- Ensure preparation and submission of subsidy, grant and other provincial or federal applications and requests for payment
- Ensure upkeep of financial information systems and adequate records management for financial records
- Perform such other duties as directed by the CAO

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Contacts:

The position will have direct contact with:

Internal: Mayor, Council, committees, CAO, Directors, Managers, Supervisors, fulltime staff, and casual/temporary employees

External: Suppliers, special event staff & volunteers, residents, special interest groups, other government agencies

Education/Specialized Training/Skills:

Essential (minimum) Qualifications:

- University degree in Accounting or Business Administration, coupled with a professional accounting designation (CPA, CA, CGA, CMA)
- Valid and in good standing Class G Driver's License
- Valid and Satisfactory Police Records Check

Asset (preferred) Qualifications:

- Thorough knowledge of accounting practices, as it relates to Public Sector Accounting Board (PSAB)
- Clear understanding of asset management policies and implementation of best practices

- Thorough knowledge of financial, purchasing, accounting and auditing principles and practices, applicable legislation/regulatory standards, investment and debt management, provincial grant processes, property taxation, budget formulation, local government functions/responsibilities, and human resources management and skills
- Strong project management skills with proven ability to multi-task and proactively manage competing priorities
- Excellent interpersonal, communication (written and oral), analytical, report writing, problem-solving, presentation, public relations, strategic planning, organizational, leadership and supervisory skills

WORK EXPERIENCE:

Essential (minimum) Qualifications:

- Five (5) to eight (8) years of senior municipal/public sector experience involved with finance, policy development, fiscal planning and supervision of staff in a municipal financial environment

Asset (preferred) Qualifications:

- Proficient in Microsoft applications and knowledge of computerized accounting or municipal financial information systems; experience with VADIM software considered an asset
- Demonstrated political acumen and the ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature; ability to maintain confidentiality
- Ability to work effectively at fostering good rapport and cooperative business and working relationships; to resolve conflicts, negotiate, mediate, facilitate and present complex financial information to a wide variety of stakeholders to a wide variety of stakeholders

Working Conditions:

- Work is conducted in an office environment, ability to sit or stand, often in front of a computer monitor, for long periods of time
- Attend meetings, and training as required
- Some travel involved outside of the Municipality for meetings, conferences and training as required
- Attend two (2) Council meetings per month and two (2) Committee of the Whole meeting per month – may vary depending on meeting schedules
- Attend other meetings, such as budget, other committee meetings, meetings with outside agencies, or consultants, as required

Compensation:

- The salary range for this position is \$107,344.00 to \$137,170.00 with pension and benefits and is based on a thirty-five (35) hour workweek. May include work outside of normal working hours for meetings and conferences.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

The Municipality of North Grenville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.