



## **Township of Douro-Dummer Job Description**

**POSITION TITLE: Manager of Finance/Treasurer**

**DEPARTMENT: Finance**

**REPORTS TO: Chief Administrative Officer**

**DATE REVISED: July 2025**

### **POSITION SUMMARY**

Reporting to the Chief Administrative Officer, the Manager of Finance/Treasurer is responsible for overseeing all accounting functions and fulfilling the statutory duties of Treasurer for the Township of Douro-Dummer. This role provides strategic financial advice to the CAO and Council on statutory, operational, and custodial matters affecting municipal finances.

The Manager leads the Finance Department, develops and implements financial policies and procedures, and ensures regulatory compliance. As a member of the senior management team, the Manager contributes to the development of corporate policies and initiatives. The Manager is also expected to promote innovation in financial systems and practices to support transparency, sustainability, and efficiency in service delivery.

### **RESPONSIBILITIES**

Financial Oversight and Treasury Duties (30%):

- Preparing and monitoring annual budgets
- Perform statutory duties of the Treasurer
- Maintaining accounting records
- Oversee the Tax Collector and ensure property taxes are calculated and balanced, the tax bills are distributed, maintains the assessment roll and oversees all processes as it related to property tax sales
- Responsible for ensuring month-end routines, reconciliations and uploads are coordinated and completed accurately and on time

- Prepare preliminary and interim audit financial reports and financial statements
- Analyze general ledger accounts for both revenue/expenditure budget control and asset/liability control
- Ensure corporate payroll is processed accordingly and remittances completed
- Responsible for reserve and reserve fund planning
- Oversee the update of the Development Charge study as needed and ensure that DC's are collected, remitted and reported on as per legislative requirements.
- Ensures preparation and submission of subsidy, grant and other provincial or federal applications and requests for payment
- 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

#### Strategic Financial Planning & Advising (20%):

- Advise the CAO and Council on financial, fiscal, and custodial matters of the Municipality
- Support long-term financial planning and budgeting
- Provide insights for decision-making on municipal finances
- Prepares the annual business plan and budget (operating and capital) including the long-term financial plan, the reserve and reserve fund forecast
- Ensure accurate tracking, valuation, and reporting on all tangible capital assets to ensure compliance with Public Sector Accounting Board (PSAB) Section 3150
- Develop and execute financing strategies to support capital initiatives.
- Manage debt portfolios and funding options for short and long-term financing scenarios

#### Departmental Leadership & Management (20%):

- Recommends to the CAO the appointment, promotion, and dismissal of employees.
- Directs, administers and supervises the activities of the department by providing guidance and advice to staff consistent with municipal policies, applicable legislation, and Council's direction.
- Directs and guides work assignments, performance management, identifying and supporting professional development needs/training, coaching, motivating and empowering staff to meet the expectations of their positions
- Responsible for the performance of direct reports, provides constructive feedback and opportunities for improvement, when necessary
- Conduct regular departmental meetings and briefings with staff on a regular basis to review planned work and resolve any employee concerns
- Ensures 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 the 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 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
- Maintain accurate records of all insurance policies, contracts, and related documentation
- Ensure procurement strategies align with the Township's goals for environmental responsibility, local economic development, and value-based purchasing

#### Policy Development & Compliance (10%):

- Develop and implement financial policies and procedures
- Ensure compliance with municipal, provincial, and federal regulations
- Ensure accurate financial reporting and compliance with legislation

#### Corporate Leadership & Collaboration (5%):

- Participates as a member of the senior management team
- Participates 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

### **WORKING RELATIONSHIPS**

#### Internal:

- CAO
- Management Team
- Council

#### Direct Supervision:

- Payroll and Accounting Clerk
- Tax Clerk
- Junior Financial Analyst

External:

- Ratepayers
- Auditors
- Provincial/Federal Agencies
- Consultants
- Vendors
- Lawyers
- External Agencies

## **KNOWLEDGE, TRAINING AND QUALIFICATIONS**

The incumbent must have proficient knowledge of the following (or the willingness and ability to obtain):

- Post-secondary degree or diploma in Accounting, Finance, Business Administration, or related field.
- Professional accounting designation such as the Certified Professional Accountant considered an asset
- Experience
  - 5-7 years of progressive experience in accounting or finance, with at least 3 years in a senior or managerial role.
  - Strong background in budgeting, financial reporting, auditing, and cash flow management.
  - Experience with public sector accounting standards (PSAS) and municipal financial systems.
  - Familiarity with Ontario municipal legislation, such as the Municipal Act, Development Charges Act, and Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
  - Municipal budgeting and financial planning
  - Audit preparation and financial reporting
  - Regulatory compliance (municipal, provincial, and federal)
  - Reserve fund and asset management
  - Development charges and grant applications
  - Purchasing and Tendering requirements and best practices.
  - Payroll and tax rate setting
  - 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.
  - Strong knowledge of computers, Microsoft Office Suite, Central Square (Great Plains/ Diamond) Municipal Financial Software, and other accounting and asset management system software.

## **SKILLS AND 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

### **WORKING CONDITIONS**

Typical climate-controlled office environment with standard weekday office hours and little to no travel requirements. Work activities require visual and mental concentration for intermediate durations of time. Extended periods of time spent keyboarding and working on a computer. Occasional lifting and carrying of items weighing less than 30 lbs (i.e. office supplies).

*Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.*

**Reviewed by:**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

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**CAO**

\_\_\_\_\_  
**Date**