

Director of Finance/Treasurer

Municipality of Trent Hills | Campbellford, Ontario

ABOUT THE MUNICIPALITY OF TRENT HILLS

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community. See more at www.trenthills.ca.

ABOUT THE ROLE

Reporting to the Chief Administrative Officer, the Director of Finance/Treasurer is a member of the Senior Management Team, responsible for the financial management of the Municipality and implementing policies and procedures to ensure its fiscal viability, sustainability, and integrity.

KEY RESPONSIBILITIES

- Participating in strategic planning and the development and administration of municipal policies and procedures.
- Demonstrating positive leadership through the supervision of staff, including directing and guiding work assignments, performance management, identifying and supporting professional development needs and training, coaching, motivating and empowering staff to meet the expectations of the position.
- Providing leadership in municipal finance and overseeing the administration of financial functions; budgeting and financial planning, taxation and revenue, general accounting and payroll, tangible capital asset management, procurement, and financial policy and procedure development.
- Overseeing reserve and reserve fund planning, cash flow management, fees and revenues, investment management, optimization of credit lines, and banking relations; coordinating the identification and source of opportunities for revenue and external funding from government or private sources.
- Preparing the annual business plan and budget (operating and capital) including the implementation of the long-term financial plan, reserves and reserve fund forecast in consultation with the CAO and Department Directors.
- Presenting the corporate budget to Council for approval in conjunction with the Senior Management Team; preparing the annual financial statements and Financial Information Returns (FIR) for the external Municipal auditor.
- Implementing short-, mid-, and long-term financial planning for the Corporation; developing and submitting recommendations to the CAO and Council regarding the financial stewardship and fiscal condition of the Corporation.
- Providing 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 reviewing financial

control systems to ensure accordance with accepted accounting principles, policies and provincial legislation and to support reporting the financial position of the Municipality to Council.

- Establishing operating procedures and guidelines for the purchase of goods and services, including spending limit approval authorizations, group and cooperative purchasing agreements and inventory management; monitoring the operating performance against the financial plan and initiating corrective action when necessary.
- Monitoring in cooperation with the CAO and Department Directors, the budgets approved by Council; ensuring these budgets are implemented, administered, and controlled within the required standards.
- Monitoring the continual update of the Municipal Asset Management Plan in conjunction with all Department Directors, ensuring that the Municipal asset database is updated as assets are acquired or disposed of, and verifying that appropriate financial records are kept for audit verification purposes.
- Monitoring the Development Charges By-Law; updating growth and related capital project estimates and the development charge tables based on the annual change in the Construction Price Index; assisting with updating service standards, growth-related capital programs and the Development Charges Background Study in accordance with the requirements of the Development Charges Act.
- Providing oversight for the corporate payroll and benefits function and ensuring that all year-end payroll activities are completed in accordance with audit requirements.
- Directing 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.
- As Treasurer, executing Treasury functions and carrying out the statutory duties of the Treasurer under the Municipal Act.
- Representing the Municipality at meetings and seminars arranged by various municipal associations and provincial ministries as they pertain to finance.
- Cooperating with the auditor regarding yearly or interim audits and ensure all necessary information and documents are available so that they can be completed.
- Monitoring general ledger accounts and performing journal entries as necessary.
- Advising Council, CAO and Directors on financial matters and long-range planning.
- Performing financial analysis on reports to Council, Boards, and Committees.
- Ensuring preparation and submission of subsidy, grant and other provincial or federal applications and requests for payment.
- Ensuring upkeep of financial information systems and adequate records management for financial transactions and reports.
- Adhering to the Occupational Health and Safety Act and Municipal policies and procedures. Taking all reasonable and necessary precautions to ensure the safety of oneself, other employees, the public, and any person likely to be affected by the employee's acts or omissions.

REQUIRED QUALIFICATIONS & EXPERIENCE

Knowledge

- University degree in Accounting or Business Administration, coupled with a CPA and five (5) to eight (8) years of senior municipal/public sector experience in finance, policy development, fiscal planning and supervision of staff in a municipal financial environment. Experience managing in a unionized environment would be an asset.
- Thorough knowledge of accounting practices, as it relates to the 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.

Skills and Abilities

- Strong people leadership, coaching, team building and employee development experience and aptitude.
- Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, ratepayers and the public.
- Excellent interpersonal, communication (written and oral), analytical, report writing, problem-solving, presentation, public relations, strategic planning, organizational, leadership and supervisory skills.
- Ability to foster 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.
- Work with a very high level of independence, prioritizing own work, identifying new initiatives and opportunities, and improving divisional effectiveness.
- Extremely well organized with the ability to effectively manage multiple initiatives and projects simultaneously.
- Proficiency in Microsoft applications and knowledge of computerized accounting or municipal financial information systems (experience with Microsoft Dynamics Great Plains software considered an asset).
- Ability to remain current with legislation, industry standards and best practices as well as demonstrate a commitment to continuous learning.
- Ability to solve complex abstract problems requiring independent judgment, strategic thinking and innovative solutions.
- Strong political acumen and the ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature; ability to maintain confidentiality.
- Valid and satisfactory 'G' driver's license and access to own vehicle.
- Valid and satisfactory Criminal Record Check.



ACCOMMODATION

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. They are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process.

HOW TO APPLY

To express interest in this exciting opportunity, email your cover letter and resume to:

Patrick Rowan, Partner, Feldman Daxon Partners

45 St. Clair Avenue West, Suite 700, Toronto, ON M4V 1K9

Tel: 416-515-3302 | Email: prowan@feldmandaxon.com

About Feldman Daxon Partners

Feldman Daxon Partners is Canada's longest-standing national provider of executive search, career transition, and coaching/leadership development services. For over 30 years, we have been at the forefront of innovation in human resources consulting by integrating these three services. Our Executive Search practice has been locating top talent for senior executive and managerial positions on a retainer-fee basis since our firm was founded in 1991. Our unwavering set of core values and dedication to client service has allowed us to build and maintain relationships with hundreds of clients in every market sector, and across Canada. Regular communication, high-quality candidate shortlists, industry knowledge, judgment, and expediency in our retainer search services are all reasons Canada's leading companies choose to partner with the professionals at Feldman Daxon.