



JOB DESCRIPTION

POSTING #: NU-2022-11 Posting Period: March 23 – April 18, 2022	EMPLOYEE GROUP: Non-Union POSITION STATUS: Permanent Full-Time Hours worked per week: 35
Position: Treasurer Grade: 12 Wage Range: \$120,010 - \$134,994 / annum (January 2022)	Department / Division: Financial & Data Services / Finance Location: Cayuga, ON

Haldimand County is seeking a Treasurer to guide and inspire a small but growing and dedicated Finance team on its journey to successfully administering the finances of the Corporation while delivering excellent customer service to its stakeholders. Are you a natural leader? Someone who easily excels at building and motivating a team? If your technical qualifications are surpassed only by your outstanding people skills, we want to hear from you! The municipality is experiencing growth at a rapid pace, and the Treasurer will be responsible for fiscal oversight to sustain the County's excellent financial position in compliance with GAAP and the statutory requirements of the Municipal Act.

Reporting directly to the General Manager, Financial and Data Services, this key role will provide inspirational and collaborative leadership as well as specialized advice and consultation to staff across the organization. Your background in municipal finance, your proven leadership success and your admirable communications skills are key qualities the County is seeking. Haldimand County offers a very competitive salary and benefit package, an opportunity to work in a new state of the art office, excellent ancillary incentives such as department and wellness events, a top of the line Employee & Family Assistance Program, staff leadership training opportunities, free parking and much more.

If this opportunity interests you, go to www.haldimandcounty.ca to review the full job posting and submit your application.

PURPOSE OF POSITION:

Reporting to the General Manager, Financial & Data Services, the incumbent will:

- execute the statutory duties of the position of Treasurer
- ensure the Corporation adheres to all acts, regulations, policies and procedures in carrying out its financial responsibility to operate in a cost-effective manner on behalf of the public and stakeholders of Haldimand County
- be responsible for the management and administration of the Finance Division, including the provision of all related services, programs, policies and procedures.

EDUCATION & EXPERIENCE:

- University degree relative to area of responsibility (business, public administration)
- Current professional designation from a recognized professional accounting program (i.e. CPA)

PLUS

- More than 5 years current related work experience in the municipal financial environment, including management / supervisory experience.

Or equivalent to the above.

KNOWLEDGE & SKILLS REQUIRED:

- Sound knowledge of municipal government functions and understanding of the relationships that exist between the various levels of government that provide direction, advice, funding support, and other services to the municipality.
- Sound knowledge of current financial management, technical and operating practices.
- Sound knowledge of all applicable regulations and Acts relative to area of responsibility.
- Demonstrated people and project management skills.
- Good understanding of risk / emergency management techniques / procedures as they apply to the financial health of the County.
- Solid understanding of types of strategic and planning processes required to develop appropriate Corporate, Department and Division short and long term goals and objectives.
- Interpersonal skills to establish and maintain relations with peers, direct reports, other County staff, provincial and federal agencies, and other organizations; to increase staff morale, team building, team spirit and community pride; to manage conflict and emergency situations and, through the use of tact, diplomacy and conflict resolution skills, resolve issues.
- Analytical, problem solving and decision-making skills to enable the assessment of multiple issues, the development of options and implementation of decisions necessary for the effective and efficient operation of the Department recognizing impacts and mitigating repercussions.
- Leadership skills to provide direction to division staff and / or project teams; to develop staff skills, knowledge and abilities, to create a constructive, results-oriented work environment where positive performance is rewarded and inappropriate / inadequate performance is constructively managed; to motivate staff to undertake and complete activities to achieve optimum operational results; to manage complex projects.
- Communication skills (listening, writing, verbal) to provide clear direction, which results in staff directing their efforts toward achievement of aligned goals, to address diverse subject areas, encompassing social, economic, physical and environmental issues, to encourage and sustain consensus building to make decisions.
- Time management / organization skills to deal with multiple priorities / issues to set appropriate priorities.
- Valid Ontario Drivers license and access to a reliable vehicle.

COMPUTER EXPERTISE:

Level 4-- The incumbent must possess a combination of intermediate and advanced computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their:

- proven ability to use corporate-standard software package on its own or combine information from several software packages to get required results
- solid understanding of division-specific software including computerized financial systems.

Accountabilities / Tasks**Include, but are not limited to the following:**

- Oversee the development of various corporate, department and division budgets (operating and capital); ensure approved financial parameters are monitored, take action as appropriate to maintain sound financial position, understand and deal with financial reports and Federal and Provincial financial requirements; develop and implement sound financial policies and strategies relative to County taxation, investments, and long term financing.
- Participate as a member of the Leadership team, under the direction of the General Manager, and contribute to the development of Corporate goals and objectives.
- Develop Division goals and objectives in concert with approved Corporate Strategic Goals, and direct the Division's operations to achieve those goals.
- Prepare and present information / briefing reports related to Division issues and recommend specific actions required to update Council, the Senior Management Team and others.
- Administer applicable legislation and regulations relevant to the Division; including relevant collective agreements and other corporate policies.
- Apply sound human resource management practices (recruitment, staff development and performance

- management) in accordance with approved policies to ensure an effective team.
- Provide leadership and direction to ensure that corporate goals and objectives are always in consideration by Division staff.
- Develop and implement the Division budget, monitor and take appropriate actions to ensure adherence to the approved budget; with authority to take corrective action(s) if required.
- Responsible for the development, implementation, monitoring and maintenance of appropriate policies and procedures that support the effective operation of the Division.
- Develop and deliver cost-effective programs and services for the County.
- Provide / practice effective public relations to sustain a positive image for the Corporation in Haldimand County.
- Represent the Corporation / Department at relevant meetings.
- Establish and maintain relationships with peers and counterparts in other organizations.
- Undertake activities as per all lawful instruction and direction received from the General Manager, ensuring compliance with legislation and regulations.

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

- | | |
|---|------------------------|
| - a current (within the past 6 months) Police Check | YES - OPP LE219 |
| - a pre-hire physical | NO |
| - COVID-19 vaccine (must be fully vaccinated) | YES |

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.