

**THE CORPORATION OF THE TOWN OF COCHRANE**  
**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Treasurer</b>
<b>Department:</b>	Finance
<b>Employee Group:</b>	Management
<b>Immediate Supervisor:</b>	Chief Administrative Officer (CAO)
<b>Salary and Benefits:</b>	\$117,127 to \$131,828 with Health and Wellness Benefits and a Defined Benefit Pension
<b>Hours of Work:</b>	Normal hours of work of 40 hours per week with office hours from Monday to Friday – 8:30 a.m. to 4:30 p.m. Attendance at evening council meetings. Required, on occasion to work outside of normal hours of work, including evening Council meetings.

**Job summary**

As a key member of the senior leadership team, and reporting directly to the CAO, the role of the Treasurer is to provide support to the CAO and Council to ensure sound financial management of the overall corporation. The position fulfills the statutory duties of the Treasurer as required under the *Municipal Act, 2001*.

**Major Responsibilities**

- Perform the statutory duties of the Treasurer under the provisions of the Municipal Act and other related statutes. Undertakes all duties prescribed under the Municipal Tax Sales Act.
- Promote sound financial management practices, including systems of budgetary control and reporting, as well as proper internal financial and cash controls across all business units.
- Administers and monitors the financial accounting and reporting including budget and forecasting processes.
- Responsible for the installation and operation of the financial system faithfully and accurately setting forth, from day to day, a record of all money received and disbursed by the Town.
- Develops, manages, and monitors reserve funds, debenture debt, and investment accounts and associated by-law preparation.
- Responsible for the Town's financing, banking, cash, securities, credit and investments, and asset management.

- Ensures compliance with Provincial reporting requirements.
- Responsible for Federal and Provincial grant program reporting and financial compliance.
- Responsible for, in collaboration with department leads, the development and preparation of the annual budget and capital plans, providing analysis of projects, proposed initiatives and funding alternatives. Provides public presentation of annual and capital budgets.
- Ensures reliable and timely financial reporting.
- Responsible for the administration of the Town's property and liability insurance programs and strategies. Administers insurance claims and manages claim files through direct contact with legal counsel, insurance providers and advises Town staff.
- Responsible for maintaining and monitoring the Tangible Capital Assets (TCA) recording and reporting system, ensuring accuracy of all asset information in compliance with the Township's TCA policy, Public Sector Accounting Board (PSAB) standards and the Municipal Act.
- Assist, in collaboration with all departments, in updating and implementing the Town's Capital Asset Management Plan.
- Responsible for annual year-end audit coordination and preparation.
- Responsible for the preparation, reporting and submission of the annual Financial Statements and Financial Information Returns in compliance with provincial regulations.
- To oversee all the accounting functions of the Township including, tax billings, tax write-offs, collections and receivables, expenses, cash disbursements and payables, payroll processing, benefits and OMERS administration, required remittances under the employee group benefit plan, required remittances under the OMERS plan.
- Develops procedures for accountable and timely purchasing and accounts payable. Develop procurement practices and policies and by-laws, and advises staff and department leads regarding such Policies.
- Participate in the hiring, working assignments, performance reviews, training and discipline, as necessary for the Finance Department
- Provides advice and support regarding the overall financial management of water systems as to comply with Provincial legislation.
- Responsible for the installation and operation of a sound and accurate financial accounting system.
- Provides Council and department leads with regular updates during the year to monitor revenues and expenditures.
- Advise the CAO on the financial policies and affairs of the Town so that the CAO can properly fulfill their responsibility to make appropriate recommendations to Council for the future progress of the Town. Participate in inter-departmental and inter-government projects as requested by the CAO.

## **Position Requirements**

### **Education**

- University degree in Commerce, or Business Administration or equivalent post-secondary education.
- Professional designation - CPA, or progression towards designation.
- Formal education in municipal accounting and finance. AMCT, Municipal Tax Collectors, and Municipal Finance Officers designations is an asset.

### **Experience**

- 5 to 7 years of municipal experience in a similar role. Management and personnel experience required.
- Thorough knowledge of financial, purchasing, accounting, and auditing principles and practices, applicable legislation/regulations, investment and debt management, grant processes, property taxation, budget formulation, local government functions and responsibilities.
- Strong verbal and written communications.
- Effective decision-making capabilities.
- Highly developed analytical and problem-solving skills.
- Excellent organizational skills.
- Ability to deal with multiple and diverse issues.