

MUNICIPALITY OF POWASSAN TREASURER

POSITION DESCRIPTION

REPORTS TO:	Administrator	STATUS:	Full-Time
DATE:	August 25, 2025	REVIEW DATE:	August 2025
HOURS:	40.0 hours		

SUMMARY:

Fulfills the full statutory requirements of the Treasurer and Tax Collector. This position is responsible for all treasury functions and related requirements under the Ontario Municipal Act. This includes property taxes, accounts payable, accounts receivable, payroll and benefits, investments, and financial reporting. Provides financial analysis and longer term financial strategic planning such as multi-year capital plans.

MAJOR RESPONSIBILITIES:

Management:

- Working as part of the Management Team, the Treasurer will assist the Administrator to ensure that service delivery and general government operations are carried out in a cost efficient, effective and customer friendly fashion, and in compliance with all statutory obligations.
- Assists Council with developing their long-term plans and Departments to implement and monitor their related action plans.
- Develops and recommends goals and objectives for the Municipality in the area of finance and treasury and implements strategies to achieve positive results.
- Works collaboratively with Council and senior management to address current and future financial requirements and opportunities and develops plans and contingencies to secure the Municipality's financial accountability and sustainability.
- Plans, organizes and controls departmental activities including departmental budget management, supervision of staff, the establishment of policies and procedures to implement directives of the Administrator and Council and makes recommendations for policy revisions which improve the efficiency and effectiveness of departmental services.
- Implements the management of financial "best practices" throughout the municipal corporation, including the use of financial and professional accounting policies/procedures in accordance with the Generally Accepted Accounting Principles.

- Develops policies and effective procedures for short/long-term investments, debt financing and debt load oversight; meeting all statutory requirements related to financial reporting, bookkeeping, statements and notices, etc.
- Assists the Administrator in advising Council on the feasibility, desirability and cost of proposed programs and services, policies and by-laws; ensures, when possible, that Council is provided with options on proposals to facilitate good quality policy decision-making.
- Liaises with other levels of government, financial institutions, community groups, committees and agencies.

Operational Financial Management:

- Prepares budgets including the annual capital and operational budgets and water and sewer budgets; prepares tax rates and related bylaws.
- Responsible for tax administration by calculating and preparing all billings and arrears notices, resolving billing conflicts, balancing receivables, maintaining tax roll information through Online Property Tax Analysis (OPTA) and MPAC, and initiate tax sale procedures for delinquent accounts.
- Prepares a variety of reports to various levels of Government such as Financial Information Reports, grant reporting, and HST remittances.
- Provides a variety of reports to Council including regular departmental reports and complex long-term financial plans.
- Oversees all payroll and benefits administration including OMERS administration and Pay Equity maintenance.
- Responsible for all purchasing/tendering policies, implementation and monitoring. Oversees the maintenance of the Municipality's inventory system.
- Reviews, updates and develops corporate and department policies, procedures and standards related to all departmental services.
- Oversees the development and effective implementation of Tangible Capital asset management, ensuring PSAB compliance.
- Performs internal financial audits, operational and efficiency reviews; monitors expenditures and revenues, reviews internal processes and implements improved controls.
- Responsible for all accounting functions such as general ledger maintenance, municipal software administration, journal entries, year end processing.
- Oversees and/or completes the preparation of the consolidated financial statements in accordance with the Municipal Performance Measurement Program; responsible for the financial information return preparation and reporting requirements.
- Oversees the Municipality's grant function. Prepares and submits grant applications, processes claims, and ensures all reporting requirements are completed.

- Acts as signing authority for all Municipal financial agreements, cheques, loans, contracts, and agreements related to finance.
- Liaises with other senior government agencies, financial institutions, community groups, committees and agencies; and be aware of and seek appropriate senior government funding sources.
- Coordinates and manages municipal telecommunications and computer needs, related to contractors, including purchasing and contracts for services.

Other:

- Assists with the development of long-term staffing and organizational plans.
- Assists with the updating and administration of related Human Resources policies.
- Acts as the Administrator in their absence.
- Undertakes all additional duties as assigned.
- Complies with all Municipality of Powassan policies and procedures.

Skills and Abilities:

- Completion of a College or University degree in accounting, finance, business or business administration.
- CPA accounting designation considered an asset.
- Minimum 5 years related progressive experience working in municipal finance, accounting or audit, or within a private sector financial or auditing function.
- Knowledge of Municipal finance, taxation, budget preparation and management, revenue management, reserve fund management and revenue generation is required or willingness to obtain related training.
- Excellent skills working with a variety of computerized financial systems.
- Strong leadership, management and interpersonal skills.
- Strong policy development and implementation skills.
- Excellent analytical, research, problem solving and written and oral communication skills.