

THE CORPORATION OF THE TOWNSHIP OF IGNACE

JOB DESCRIPTION

Title: CAO/Treasurer

Reports To: Council

Department: Administration

Group: Non Union

PURPOSE OF POSITION:

To manage the day to day operations and the human and financial resources of the Township;

To be Council's senior advisor, and to provide advice and assistance on a wide variety of matters impacting the Township;

To work on projects as assigned by Council, including development projects and economic development initiatives;

To professionally and favourably represent Council and the Township as ambassador, both within and outside the community;

To provide a wide variety of administrative and financial services, including primary responsibility and accountability for provision of the services of a Municipal Treasurer as set out in the Municipal Act, 2001 and other applicable legislation, and this job description;

To be responsible and accountable for adherence to the approved annual budget; and

To be professionally capable of providing, and to provide or secure alternate provision for, reasonable coverage for the services provided by other statutory officers, including the Municipal Clerk, from time to time in case of vacancy or absence.

SCOPE OF POSITION:

Complies with legislation, by-laws, resolutions, policies, and decisions of Council;

Works within the policies, procedures and priorities established by legislation, by-laws, and resolutions of Council;

Maintains accepted office and human resource management practices;

Liaises with other departments, external agencies and committees to communicate decisions and policies of Council.

QUALIFICATIONS:

The CAO/Treasurer must possess:

- a) and maintain at all times a valid driver's licence and access to the use of a reliable personal vehicle for transportation for Township business;
- b) a post-secondary degree in accounting or related business management or financial field;
- c) a professional accounting designation (such as Certified Management Accountant, Certified General Accountant or Certified Accountant);
- d) previous experience in municipal finance administration, with a minimum of five (5) years in a senior management position;
- e) strong leadership skills and the ability to be an assertive leader who will be innovative and will initiate programs and strategic initiatives;
- f) thorough knowledge of legislation and policies affecting local government, including familiarity with municipal law, municipal financial reporting rules, labour relations law, and local planning and development requirements and restrictions;
- g) well-developed analytical and organizational skills;
- h) strong inter-personal skills;
- i) excellent communication skills, both written and oral; and
- j) broad knowledge of a wide range of software applications, including the Microsoft Office suite, with an aptitude for learning and becoming proficient at new or different software packages, particularly those associated with municipal financial management.

In exceptional circumstances, Council may waive some of these qualifications when hiring.

Council has discretion to accept experience in lieu of education and/or professional designations.

DUTIES:

It is acknowledged and understood that the CAO/Treasurer will delegate some of his/her day-to-day duties to staff, however, he/she remains responsible for, and accountable for, the proper fulfilment of all of the duties set out in this job description.

A Senior Advisor to Council

1. The CAO/Treasurer is the senior advisor to Council and obliged to bring to the Council's attention any management concerns, business concerns, or human resource concerns. He/she ensures that members of Council are informed of, and aware of their legislative responsibilities and authorities and all other

relevant information necessary to make informed decisions on municipal matters before the Council. As senior advisor to Council, the CAO/Treasurer works with Council with respect to long range and strategic planning, and participates with Council and/or its Committees in projects, including economic development or other projects with significant potential to improve the Township's financial and/or strategic status.

2. The CAO/Treasurer prepares reports and make recommendations directly to Council with respect to the administration and operation of the Township. The CAO/Treasurer also vets and approves the reports and recommendations made to Council by other department heads. He/she attends all Council meetings, subject to ordinary work absences related to travel, vacation, other leaves, including illness. Where the CAO/Treasurer is unable to attend a Council meeting, he/she shall, where possible, provide notice to the Council, and assign his/her duties for that meeting to competent senior staff.
3. The CAO/Treasurer delivers and/or oversees the delivery of all programs and services approved by Council, ensuring that these programs and services are delivered to all residents and ratepayers in a manner that makes efficient and effective use of the human, financial and physical resources of the Township.
4. The CAO/Treasurer publicly supports and implements Council decisions, whether or not those decisions were in line with his/her professional advice or recommendations. The CAO/Treasurer is an ambassador for the Township and its Council at all times and in all places.
5. The CAO/Treasurer participates in meetings and projects as assigned by Council, associated with strategic initiatives, economic development or other develop projects at any/all stages, and works with Council to bring same to a satisfactory conclusion in a professional manner.
6. The CAO/Treasurer liaises with other municipalities, other orders of government and/or their agencies, and members of the general public on Council's behalf, bringing to Council's attention all relevant matters of interest that will or may impact the Township.
7. The CAO/Treasurer is expected to work independently and to take responsibility for the timely and accurate completion of tasks.

B. Management

1. The CAO/Treasurer is the senior manager of all aspects of the business of the Township and accountable for its proper function in accordance with policies, by-laws and legislation.

2. The CAO/Treasurer is the human resources manager for the Township with full authority to recruit, hire, discipline, fire and manage all employees below department head level, and to implement all aspects of the Collective Agreements for staff belonging to bargaining units, and all aspects of the individual employment contracts for other staff.

With respect to department heads, the CAO/Treasurer shall participate with Council and/or its Committees in recruitment and shall make recommendations to Council with respect to hiring, disciplining and firing all department head positions.

3. As human resources manager, the CAO/Treasurer provides leadership and mentorship to management and staff, undertaking performance reviews for all staff reporting directly to him/her. He/she maintains effective communication with employees at all levels of the organization. He/she uses contemporary management techniques and maintains accessibility to department heads and staff to encourage and discuss ideas and deal with problems, to review work in progress and to provide leadership.
4. As human resources manager, the CAO/Treasurer is responsible for implementing training associated with a successful succession plan, wherever possible.
5. The CAO/Treasurer participates as a member of the Labour Management Committee under the terms of any Collective Agreement involving municipal employees.
6. The CAO/Treasurer ensures effective management practices are in place. He/she recommends policies concerning wages, salaries and working conditions to Council.
7. The CAO/Treasurer must be and remain competent under the Occupational Health and Safety Act, and is charged with responsibility for implementation of the Township's Health and Safety programs. He/she oversees all legislative requirements for:
 - a) records relating to the program (manuals, minutes, posting requirements, training records);
 - b) competencies of department heads, supervisors, lead hands, etc., including training and certifications for same;
 - c) operations of the joint health and safety committee(s);
 - d) workplace inspections;
 - e) injury reporting; and
 - f) compliance with orders of senior orders of government.

C Municipal Treasurer

1. The CAO/Treasurer is responsible for all statutory duties prescribed by the Province for the office of a Municipal Treasurer, and for the accounting and treasury functions associated with the Township's operations, including:
 - preparation and maintenance of the Township's General Ledger and sub-ledgers in accordance with applicable accounting standards;
 - preparation of and/or assisting the auditors with preparation of financial statements and the annual financial information return;
 - working with the Township's auditors for the annual audit, including preparation of year-end working papers and provision of any information sought by the auditors;
 - abiding by all applicable accounting practices and guidelines, including the standards set by the Public Sector Accounting Board;
 - overseeing responsible management and collection of accounts receivable;
 - overseeing responsible management and payment of accounts payable;
 - overseeing proper payroll implementation;
 - seeking out, reporting on, and applying for grants or other funding opportunities, and complying with the requirements of grantors where successful;
 - preparing financial reports for Council, lenders, grantors, and/or other orders of government, as required;
 - the Township's banking and investment functions, including preparing monthly bank reconciliations; and
 - all other regular accounting functions, whether required at the time of hire or becoming mandated or recommended by law or generally accepted accounting principles or applicable standards.
2. The CAO/Treasurer shall provide effective financial management and fiscal policy advice and information to Council and municipal staff.
3. The CAO/Treasurer is responsible for the Township's budget preparation and for making recommendations to Council relating to same. In that regard, he/she is also responsible for monitoring adherence to the annual budget, providing regular variance reports and recommendations for amendments, where required. He/she will recommend and implement financial controls wherever required. He/she will make recommendations to Council with respect to user fees and other alternative revenue sources, where applicable.
4. The CAO/Treasurer is responsible for materials management and procurement in accordance with purchasing by-laws or policies of Council and in compliance with the annual budget.

5. The CAO/Treasurer is primarily responsible for maintaining, updating and, where mandated by the Province, improving or adding to, the Township's Asset Management Plan, and for integrating the Asset Management Plan into the Township's financial management processes, including the annual budget, and grant applications.

D General

1. The CAO/Treasurer shall at all times implement quality customer service to residents, ratepayers and visitors to the Township, responding to enquiries and complaints, and providing information, courteously, as required.
2. The CAO/Treasurer shall respond to public enquiries and assist the Mayor in responding to media requests for information with regard to the Township's operations, and shall maintain sound public relations with external agencies and the media.
3. The CAO/Treasurer will often be called upon to work outside of regular office hours, to participate in meetings and other public events. As the administrative head of the Township, he/she shall have specific roles as set out in the Township's Emergency Plan, and will be required to participate in after-hour emergency response plans and operations during any declared or imminent state of emergency in the Township.
4. The CAO/Treasurer is responsible for the Township's compliance with regulatory orders of any sort, including compliance with environmental approvals.
5. The CAO/Treasurer liaises with external contractors providing services to the Township, and communicates between those contractors and council, as necessary. He/she assures performance by the contractors in accordance with their contractual arrangements, personally or by retaining the assistance of other competent individuals, where necessary.
6. The CAO/Treasurer performs duties and exercises powers as may from time to time be assigned to him/her or vested in him/her by the by-laws of the Township or the resolutions of its Council, and under the provisions of the *Municipal Act, 2001* (S.O. 2001, c. 25, as amended from time to time), subject to the direction of Council and the requirements of the applicable statutes and regulations. (It is noted that professional opinions expressed by the CAO/Treasurer are not subject to the direction of Council.)