



Treasurer Job Description

REPORTS TO: Chief Administrative Officer	LOCATION: Wolfe Island
DEPARTMENT: Treasury	HOURS PER WEEK: 40
CATEGORY: Permanent, Full-time	SALARY BAND: G

POSITION SUMMARY

The Treasurer is responsible for overseeing and managing all financial functions of the Township, ensuring compliance with the Municipal Act and applicable by-laws. This position is accountable for the preparation and administration of operating and capital budgets, financial reporting, payroll administration, tax billing and collection, and asset management. The Treasurer also oversees financial activities such as collecting taxes, paying vendors, and administering payroll, as well as preparing financial statements and reporting on grants and funding. The Treasurer plays a key role in supporting departmental budgeting processes, coordinating the annual audit, and managing investments, insurance, and risk management for the Township.

ROLES AND RESPONSIBILITIES

Financial Oversight

- Review and authorize vendor invoices and ensure timely payment processing.
- Oversee and process payroll, including the review of timesheets, employee compensation, and benefits.
- Manage the tax billing and collection process, including tax sales of properties in arrears.
- Ensure effective internal controls and compliance within all financial processes.
- Support department heads with procurement activities, including quotes, RFPs, and purchasing procedures.
- Monitor and manage corporate credit card usage by department heads.
- Supervise cash handling processes, including cash collection, receipts, and bank deposits.
- Monitor and forecast Township cash flow to ensure financial stability.
- Oversee and manage the Township's investment portfolio in accordance with policies and regulations.
- Develop and maintain standardized financial forms and documentation (e.g., mileage reimbursement forms) to improve consistency and accountability.



Treasurer Job Description

Financial Reporting

- Prepare the Township's annual financial statements in accordance with applicable standards.
- Coordinate with external auditors and support the audit process for year-end financial reporting.
- Complete and submit the annual Financial Information Return (FIR) to the Ministry of Municipal Affairs and Housing (MMAH).
- Conduct research and prepare grant applications; manage related financial reporting requirements.
- Prepare and submit various external financial reports including CCBF, OCIF, and OPTA.
- Serve as the primary contact for financial reporting and communication with the Ministry of Transportation (MTO) for the Township's ferry services.
- Lead the development, implementation, and ongoing maintenance of the Township's Asset Management Plan.
- Stay current on evolving financial reporting standards through ongoing research and training participation.

Budget Management

- Prepare the annual operating and capital budgets in collaboration with department heads and senior management.
- Prepare and distribute monthly budget-to-actual reports to department heads.
- Prepare and present quarterly budget-to-actual reports to Council to support transparency and accountability.
- Monitor Township revenues and expenditures on an ongoing basis to ensure alignment with approved budgets.
- Provide financial analysis and forecasting to support informed budget adjustments and planning throughout the fiscal year.

Council

- Attend Council meetings on-a-monthly basis to provide financial input and support decision-making.
- Prepare and present a variety of financial reports to Council related to strategic initiatives, fiscal health, and information requests (approximately 20–30 reports annually).
- Review and provide feedback on financial reports prepared by the CAO and other department heads as needed.
- Communicate with Councilors as required to respond to inquiries and provide financial clarity on Township matters.



Treasurer Job Description

Other Responsibilities

- Provide customer service support as needed, accommodating multiple office locations and limited staffing.
- Respond to inquiries from department heads to assist with financial and administrative questions.
- Maintain correspondence with the County regarding financial processes and coordination.
- Address taxpayer inquiries related to property tax assessments and payments.
- Deliver training to employees as required to ensure understanding of financial procedures.
- Conduct staff performance appraisals as part of ongoing employee development and management.
- Perform other duties as assigned.



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QUALIFICATIONS

- Post-secondary degree in Business Administration, Finance, or any equivalent combination of education and experience and designation as a Certified Public Accountant (CPA).
- A minimum of seven (7) years of experience in a similar position in a progressive public sector environment or related relevant experience.
- Successful completion of AMCTO Municipal Administration Program and/or CMO accreditation, completion of AMCTO Municipal Finance Administration program or willingness to obtain both.
- Must have and maintain a clean criminal record and/or must be able to obtain and maintain required security clearances to work in all municipal facilities.
- Proven demonstrated leadership skills, a record of success in financial and organizational management, excellent interpersonal and communications skills.
- Knowledge and understanding of financial, account, auditing, public sector accounting and procurement principles and practices, applicable legislation/regulatory standards, asset management, investment and debt management, long range planning, provincial grant processes, property taxation, budgets, and local government functions and responsibilities and related municipal legislation and regulations impacting on municipal financial affairs.
- Sound knowledge of the legislative and procedural framework related to statutes, regulations and bylaws affecting human resources, financial and municipal management, with particular emphasis on the Municipal Act and Elections Act, and other relevant.
- Knowledge of generally accepted accounting principles and practices, tax collection, payroll processes, benefits administration, regulations and other applicable law.
- Organization, time management and interpersonal skills, including a strong computer literacy in modern operational software and spreadsheet application.
- Computer skills including Accounting/Financial software, Microsoft Office (office, excel and outlook)
- Strong communication skills, both written and oral; and the ability to deal with the public, vendors, senior government officials and others with tact and diplomacy.



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- Ability to apply discretion and good judgment when dealing with highly confidential and sensitive issues and situations including identifying and responding to services barriers.
- Class 'G' Driver's License in good standing and reliable vehicle to use on corporate business when Township vehicle not available or appropriate.

WORKING CONDITIONS

- Primarily based out of the municipal office on Wolfe Island, travel may be required to onsite locations throughout the Township, including ferry transportation between islands.
- Ability to attend and conduct presentations.
- Overtime as required.
- Exposure to deadlines and politically sensitive situations requiring discretion and judgement.
- Lifting or moving up to 25lbs may be required.

I have read the job description outlined above and understand the requirements and responsibilities of the position. I understand that this job description may change from time to time depending on business circumstances and that I will be informed of any critical changes.

Employee Signature

Date