



DRAFT

---

## THE TOWN OF PELHAM

### JOB DESCRIPTION

---

JOB TITLE: **Treasurer**

DEPARTMENT: Financial Services  
DIVISION:

JOB LEVEL: Grade 7  
LOCATION: Administration Office

REPORTS TO: Chief Administrative Officer

SUPERVISES: Deputy Treasurer, Taxation Clerk, Payroll / Personnel Clerk, Accounts Payable / Receivable Clerk, Water Billing Clerk / Cashier

---

#### **JOB PURPOSE:**

The position directs the planning, co-ordination and has control of the overall operations of the Treasury in accordance with the objectives, policies and plans approved by Council and as defined by Provincial Legislation.

#### **JOB QUALIFICATIONS:**

##### **Education**

Equivalent to University Graduation in specialized field of accounting.

##### **Experience**

Five to seven years of progressive experience in Accounting and Municipal Finance as well as administrative and supervisory positions, including courses to achieve designation such as CMA, CGA or CA.

#### **JOB COMPETENCIES:**

##### **Decisions and Skill in Operations**

Decisions involve developing, recommending and implementing short and long-term strategies for the Treasury.

##### **Ingenuity and Creativity**

Ingenuity and creativity applied to complex Financial issues. Collaborates with other staff specialists on situations.

##### **Independent Action**

Works independently in areas of departmental operations, capital works program, budgeting and staff supervision. Detail generally not reviewed.

---

## THE TOWN OF PELHAM

### JOB DESCRIPTION

---

#### **Budget and Funds**

Establishes and monitors budget for own department and entire municipality.

#### **Judgment and Impact**

Errors in judgment could result in significant losses to the organization generally in terms of the Department/function encompassing a loss of customer/public confidence. Work subject to general review only.

#### **Confidentiality**

Regularly works with confidential information.

#### **Leadership and Functional Advice**

Direction and control over two or more major functions of the municipality. Supervises thirteen to thirty-five employees.

#### **Influencing Others**

Regular inside and outside contacts, in person, on the telephone and by correspondence, where considerable explanation, clarification and interpretation is required. Deals with emotionally charged situations on a regular basis.

### **JOB ENVIRONMENT:**

#### **Physical Skill and Effort**

Regular office work including sitting, standing and keyboarding. Visual demands include regular eyestrain. Regular use of office equipment. Activities are not constant and usually with choice.

#### **Disruption to Lifestyle and Working Environment**

Generally comfortable working conditions. Disruption to lifestyle caused by working non-routine hours due to regular evening meetings.

### **JOB RESPONSIBILITIES:**

1. Discharge the responsibilities of Treasurer as defined in the Municipal Act or as set out in the Ontario Statutes or in instruction from the Ministry of Finance, or the Ministry of Municipal Affairs and Housing; in the by-laws of the municipality or formal resolution of Council and in the technical requirements of the office whether or not they are spelled out in statutes, by-laws, resolutions and any other matters or duties as may be assigned by Council or the CAO.
2. Co-ordinate the preparation of various Town budgets including the annual operating budget, sewer and water operating budgets, capital budget and five year capital forecast.

---

## THE TOWN OF PELHAM

### JOB DESCRIPTION

---

3. Ensure that the municipality's assets are invested wisely and provide advice to the CAO and Council of any suggested change in investments.
4. Act as financial advisor to Council and the CAO on all matters affecting the finances of the Corporation.
5. Advise other Directors on all matters and questions affecting the finances of the Corporation.
6. Prepare quarterly and annual financial statements for the municipality and variance reports as requested.
7. Develop appropriate reports of the current and projected financial condition of the municipality (e.g. trend analysis) for Council and Senior Management.
8. Research, develop, prepare and recommend other financial reports for Council and Senior Management.
9. Ensure that appropriate financial controls are developed and advise the CAO and Council of any necessary changes by the Auditor's Management Reports.
10. Perform the duties of tax collector as defined in the Municipal Act.
11. Administer the Town's Procurement Policy.
12. Maintain up-to-date insurance coverage for all municipal assets.
13. Prepare the Finance Department budgets and control departmental spending within approved budget.
14. Approve departmental invoices for payment.
15. Train and appraise various department staff within approved personnel policies.
16. Initiate and recommend the engagement of staff for the finance department and recommend the dismissal of unsatisfactory personnel in the department to the CAO.
17. Other duties as required provided such additional duties are consistent with the nature and status of the position.

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

---

## THE TOWN OF PELHAM

### JOB DESCRIPTION

---

3. Ensure that the municipality's assets are invested wisely and provide advice to the CAO and Council of any suggested change in investments.
4. Act as financial advisor to Council and the CAO on all matters affecting the finances of the Corporation.
5. Advise other Directors on all matters and questions affecting the finances of the Corporation.
6. Prepare quarterly and annual financial statements for the municipality and variance reports as requested.
7. Develop appropriate reports of the current and projected financial condition of the municipality (e.g. trend analysis) for Council and Senior Management.
8. Research, develop, prepare and recommend other financial reports for Council and Senior Management.
9. Ensure that appropriate financial controls are developed and advise the CAO and Council of any necessary changes by the Auditor's Management Reports.
10. Perform the duties of tax collector as defined in the Municipal Act.
11. Administer the Town's Procurement Policy.
12. Maintain up-to-date insurance coverage for all municipal assets.
13. Prepare the Finance Department budgets and control departmental spending within approved budget.
14. Approve departmental invoices for payment.
15. Train and appraise various department staff within approved personnel policies.
16. Initiate and recommend the engagement of staff for the finance department and recommend the dismissal of unsatisfactory personnel in the department to the CAO.
17. Other duties as required provided such additional duties are consistent with the nature and status of the position.

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.