

The **Municipality of Central Elgin** is a progressive, growing urban and rural municipality located on the shores of Lake Erie in the heart of Southwestern Ontario. The Municipality is home to 13,000 living in both an urban and rural environment.

Currently, the municipality is seeking a progressive, eager, and initiative-taking individual to be part of the Central Elgin team.

Under the general guidance and direction of the Chief Administrative Officer, the **Director of Financial Services / Treasurer** provides effective visionary leadership to the Financial Services Department including financial services, taxation, procurement, risk management and customer service. As Treasurer, the Director of Financial Services also has management accountability for the financial condition of the municipality and ensures that the Council, the CAO, and other departments have access to timely, meaningful, and accurate financial information and performs all the statutory duties of a municipal treasurer.

**Some of the major responsibilities include:**

- Provides expert advice / recommendations to the CAO, Directors, Council, and Advisory committees on budgeting and financial services.
- Modernize and streamline budgeting, reporting, internal controls and financial systems & reporting, procurement, taxation as well as strategic, operational, and business plans.
- Provides strategic and tactical advice on establishing policies, cash flow projections, as well as the investment of funds in short and long-term financial instruments.
- Assumes statutory duties of the Municipal Treasurer to ensure compliance with all applicable statutory and legislative requirements.
- Advises Council on matters pertaining to the financial management of the Municipality.
- Provides departmental leadership in developing and monitoring progress with objectives that are in line with corporate strategic planning initiatives.
- Guiding, coaching, and mentoring direct reports in the Financial Services Department
- Prepare and present reports related to financial services and recommends specific actions to Council, senior management team, and others.
- Attends Council, Committee meetings, BIA meetings, and other meetings as requested.
- Responsible for effective risk management, liability control, and due diligence measures for the Municipality.
- Actively participates with the municipal organizations, such as the Municipal Finance Officers Association of Ontario (MFOA) and the Association of Municipal Administrators, Clerks and Treasurers of Ontario (AMCTO).
- Directs and manages all employees within the Financial Services Department.

**Ideally, you would have the following qualifications and skills:**

- University education in preferably Public/Business Administration or Accounting
- Professional Accounting designation (CPA) (Required)
- Experience in municipal government or other public sector environments (preferred)
- Significant demonstrated experience of 5 - 8 years in progressively senior management positions
- Extensive knowledge of the Municipal Act (Required)
- knowledge of municipal taxation and public sector procurement.
- Excellent people skills and the ability to communicate effectively with all levels of the organization, the community, and elected officials.
- Ability to use effective critical thinking skills to find solutions with an elevated level of professional integrity.
- Experience leading in a unionized environment.
- Ability to provide mentorship to support growth and development within the Financial Services Department.
- public relations, negotiation, and presentation skills to advance and balance objectives in a political environment.
- Must provide an acceptable Police Records Check for bondability.

- A Valid "G" driver's license along with the ability to drive to various locations within and occasionally outside the Municipality.

**Compensation:**

The salary range for this position is \$62.34/hr. - \$74.21/hr.

Other Benefits offered include:

- OMERS pension
- Comprehensive Manulife Benefits including extended health, Dental, and Vision
- Wellness Benefits
- Employee Assistance Program

If you feel that these qualifications combined with a desire to work with a great team of professionals is a fit for you, please submit your application consisting of a Cover Letter and Resume to Amanda Doughty [amanda.doughty@hrp4b.com](mailto:amanda.doughty@hrp4b.com) no later than **Tuesday February 6th, 2024**

*The Municipality of Central Elgin is an equal opportunity employer. The Municipality of Central Elgin will attempt to provide reasonable accommodation for known disability for an applicant or employee if requested.*

*Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.*