



Job Posting 23-21

Director, Corporate Services and Municipal Treasurer

Reporting to the Chief Administrative Officer (CAO), the Town of Cobourg is seeking a **Director, Corporate Services and Municipal Treasurer** who will be a key member of the Senior Leadership Team and is responsible for managing all financial affairs of the Town including budgeting, property tax, accounting, asset management, payroll, and procurement. As a strategic leader, the Director provides professional guidance to Council and staff on all financial matters, ensuring fiscal accountability, sustainability and security. The Director will provide leadership, supervision and mentoring to staff within the Corporate Services Department to ensure excellent customer service both internally and externally.

The Director of Corporate Services / Municipal Treasurer is responsible for the overall leadership and administration of the Finance, Building Maintenance, Information Technologies Departments, as well as Cobourg Northam Industrial Park. This strategic management position plans, directs and controls the financial affairs of the Corporation in accordance with legislation prescribed for Ontario Municipalities and the by-laws, resolutions and directives of Council and the CAO.

The primary duties of this position include:

- Coordinates the annual budget process (including presentation to Council), revenue collection, capital forecasting, financial reporting, investments, banking, cashflow and Financial Information Systems (FIS) management;
- Leads and coordinates the development and implementation of effective budget management practices, such as operating budget management policy and capital expenditure control policy;
- Preparation and submission of the annual business plan, budgets and detailed long-term financial plans (operating and capital) for the Finance Departments; monitoring of the performance of the Divisions of the Finance Department against business plan and budget with initiation of corrective action as necessary;
- Develops, updates, and recommends internal control policies and procedures as they relate to payroll, cash receipts, accounts receivable, and accounts payable;
- Prepares audit files and working papers for external auditors for the annual audit;
- Leads the research, development and implementation of the Town's short and long range strategic financial planning processes, policies, and procedures;
- Directs the Purchasing function, ensuring the development, approval, implementation and administration of Purchasing policies, procedures and control systems designed to maintain timely continuity of materials and equipment at minimum cost, consistent with quantity and quality requirements;
- Establishes and maintains the necessary bylaws, operating procedures, guidelines, and standardized documents for the procurement of goods and services including calls for tenders and RFP's, purchase requisitions, spending limits, and cooperative/ joint purchasing;
- Control of the Division's administrative and operating performance against policies and budget; initiation of corrective action as required; preparation and submission of performance reports for the Division; and
- Responsible for ensuring the Town's network infrastructure is maintained in a manner that ensures data integrity and reduces risk of data loss as well as overseeing the establishment of IT goals, objectives, policies and procedures.

The successful candidate will possess a post-secondary education in Accounting, Finance, Business, or a related field and have a minimum of eight (8) years' progressive municipal experience. Experience will include the management and supervision of staff while leading a range of municipal functions including budgeting, capital planning, financial operations, taxation, financial reporting, and procurement, preferably in a municipal setting. The individual must possess at least one (1) of the



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following designations: Chartered Professional Accountant (CPA), Certified Management Accountant (CMA), Certified General Accountants Association of Canada (CGA), and/or Chartered Accountant (CA). A thorough working knowledge of the Municipal Act, Development Charges Act, Assessment Act, Public Sector Accounting Board Standards, Income Tax Act, Occupational Health and Safety Act, investment and debt management, provincial/federal funding programs, property taxation, auditing standards and practices, and other related legislation or regulations will be required. Completion of the AMCTO Municipal Finance & Accounting (MAFP) and Ontario Municipal Tax and Revenue Association Municipal Tax Administration Program (MTAP) would be an asset.

The successful candidate will be required to maintain Town books and registers for the recording of debenture debt and all changes therein. The individual will also be required to have excellent computer skills, including knowledge of Microsoft Office software, financial software, asset management software, and other related software packages with a strong sense of uses/opportunities for technology in a municipal environment.

Excellent interpersonal skills, including the ability to work effectively in a team environment and to exhibit courtesy, tact and diplomacy in dealing with the public, department officials and other members of staff with the ability to adhere to confidentiality requirements at all times is required. The Director of Corporate Services will have strong interpersonal, communication (written, oral and interpersonal), project/time management, analytical problem-solving, organizational, public relations, presentation, strategic planning, report writing, negotiation, team building, leadership and supervisory skills. The successful candidate will work with honesty and integrity to encourage and demonstrate moral and ethical practices in all aspects of the workplace as well as demonstrate a commitment to personal and professional development and encourage training and mentoring throughout the Department.

As part of the Senior Leadership Team, this position will be required to attend regular Council meetings and must have the ability to work in the evening and weekends when required. The successful candidate must possess a Class "G" driver's license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver's abstract and a satisfactory background check.

WAGE:

The wage scale for this position is Non-Union Grade 12: \$125,448.23 – \$146,743.69 annually.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at www.cobourg.ca/jobs. Departments listed under this position are under review and will be determined in consultation with the successful candidate along with the other members of the Senior Leadership Team.

Please note that while this position will be located out of Victoria Hall, the Town of Cobourg does offer an opportunity for an Alternative Working Arrangement with the successful applicant. Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at careers@cobourg.ca no later than **July 28th at 4:00pm**. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.