



## TOWNSHIP OF McNAB/BRAESIDE Job Description

**Job Title:** Treasurer  
**Department:** Treasury  
**Location:** Municipal Building  
**Reports To:** Chief Administrative Officer-Clerk  
**Revision Date:** 2025  
**Salary Grid:** Group 12

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### Position Summary

In support of the Chief Administrative Officer-Clerk, the Treasurer is responsible to:

- Ensure compliance with all legislative requirements related to the Treasury Department.
  - Provide leadership and direction for both long- and short-term financial planning.
  - Deliver financial analysis to Council, departments, and Ministries.
  - Support auditors in the preparation of financial reports for the Township
  - Implement Council decisions to enhance interdepartmental efficiency.
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### Qualifications

- Minimum five (5) years of financial management experience, including three (3) years in a municipal setting.
  - CMO designation or eligibility through professional municipal organizations.
  - In-depth knowledge of financial, accounting, and auditing principles; applicable legislation; taxation; grant processes; and municipal operations.
  - Familiarity with PSAB standards including PSAB 3150 and Asset Management.
  - Excellent oral, written, and interpersonal communication skills.
  - Experience with Vadim municipal software is an asset.
  - Proficiency in office computer software.
  - Strong organizational, leadership, and project management abilities.
  - High standard of confidentiality, objectivity, and professionalism.
  - Clear criminal background check.
  - Post-secondary education in Commerce, Finance, Public Administration, Business, or a related field. CPA designation is an asset.
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### Major Responsibilities

#### 1. Programs and Services

- Comply with all applicable Provincial and Municipal Acts and Township policies.
- Provide financial leadership in planning, analysis, budget preparation, tax rate setting, and audit support.
- Maintain PSAB 3150 compliance and manage Asset Management Plan.
- Draft financial by-laws (e.g., borrowing, money, debenture).
- Administer grants and oversee applications and reporting.
- Manage Tax Sale procedures.

- Prepare year-end audit files, financial statements, and Financial Information Returns.
- Monitor Letters of Credit, Performance Bonds, and Financial Securities.
- Provide monthly financial statements and support to Council and staff.
- Oversee cash management systems and maintain financial integrity.
- Administer accounts payable/receivable, tax collection, payroll, and banking.
- Manage budget development, implementation, and control.
- Represent Township in RAAG and other professional groups.
- Administer employee benefits and oversee cemetery finances and reporting.
- Maintain debt registers and oversee loan-related reporting.

## **2. Human Resources**

- Supervise and provide guidance to finance staff.
- Make staffing recommendations.

## **3. Financial Resources**

- Develop and manage the corporate budget (approx. \$5.7M), including reserves, trust funds, and capital planning.
- Monitor departmental budgets and authorize expenditures.
- Sign cheques in the absence of the Chief Administrative Officer-Clerk.
- Submit financial reports and year-end statements to Council.
- Coordinate reserve fund transfers.

## **4. Material Resources**

- Maintain confidentiality and proper retention of financial records.
- Enforce financial data retention policies.

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## **Skill and Effort**

### **5. Knowledge**

- Thorough understanding of financial legislation and municipal regulations.
- Strong skills in financial planning, analysis, and management accounting.
- Excellent oral and written communication and public relations skills.

### **6. Decision Making and Judgement**

- Work under general direction of the Chief Administrative Officer-Clerk, with approved access to legal, provincial, and peer support.
- Apply sound judgment in:
  - Developing policies and procedures
  - Compiling and advising on budgets
  - Supervising and training staff
  - Recommending changes to improve operations
  - Providing guidance on payroll and benefits
  - Evaluating services and funding opportunities

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### **7. Interpersonal Skills and Contacts**

- Collaborate with Council, Committees, and staff to provide advice and reports.
- Interact with:
  - **Internal:** Council, Chief Administrative Officer-Clerk, Department Heads, auditors, solicitors

- **External:** Government officials, public, financial institutions, and other municipalities

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#### **8. Control Over Work Schedule**

- Must meet strict deadlines (legislated or policy-based).
- Occasional overtime and evening meetings required.
- Occasional travel outside the municipality.
- Must follow all health and safety practices as per the Occupational Health and Safety Act.

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#### **Note:**

This job description outlines the principal responsibilities of the position. It is not intended to describe all work requirements that may be inherent in this role.