



Township of Elizabethtown-Kitley Job Description

TITLE: Director of Finance/Deputy CAO
REPORTS TO: Chief Administrative Officer (CAO)
(Directly)
REPORTS TO: Council
(Indirectly)
WAGE: \$115,652 - \$130,146 (2025 Rates)

POSITION OBJECTIVE AND SCOPE

Reporting to the Chief Administrative Officer (CAO), the Director of Finance/Deputy CAO serves as the Municipality's Chief Financial Officer and acts as the alternate to the CAO during their absence. This position carries out the statutory duties of Treasurer as outlined in the Municipal Act and other applicable legislation, ensuring the effective, efficient, and economical management of the Municipality's financial operations in accordance with relevant laws and organizational policies.

The Director provides strategic financial leadership and expert advice to Council and municipal department heads, while also overseeing the day-to-day financial operations and providing guidance and supervision to Treasury staff.

In addition, the Director supports the CAO in delivering organizational leadership, coordination, and direction to department heads in the development, implementation, and administration of Council's goals, policies, and programs. In the absence of the CAO, the Director assumes the CAO's duties.

KEY RESPONSIBILITIES AND DUTIES

Financial Management

- Perform the statutory duties of Treasurer as defined in the Municipal Act and other Acts of Legislation, ensuring the efficient, economical and effective operation of the Municipality's Treasury operations within relevant legislation and organizational policies.
- Responsible for the overall operation and maintenance of the Municipality's Treasury/Finance operations, including exercising financial control over all corporate fiscal operations in accordance with the by-laws and policies of Council, as well as the direction, control and evaluation of finance department staff
- Manage the day-to-day operations of the finance department by providing strong leadership in the areas of municipal finance including general accounting, financial analysis, financial planning, policy development, capital asset management, internal controls and reporting to government agencies.

- Responsible for developing, consolidating and monitoring annual operating and capital budget estimates and the subsequent control over expenditures with respect to the current estimates and capital budget, as approved.
- Provide policy advice and recommendations to Council to ensure that Council's actions, decisions and Municipal undertakings follow all applicable laws, standards and guidelines.
- Supply Council, Department Heads and other officials of the municipality information with respect to financial matters related to the carrying out of their duties and responsibilities and obtain from such individuals information as is necessary to ensure the sound financial operation of the municipality.
- Coordinate all activities of the year end audit including preparation of the financial information return (FIR), in the form required by the Ministry of Municipal Affairs and Housing.
- Determine tax rates, special levies, local improvements and recommend tax due dates for interim and final billing.
- Supervise the collection of property taxes for the municipality as prescribed by Provincial legislative authority by advising the finance department staff.
- Be diligent in ensuring the prompt collection of all money due to the Corporation, including property taxation, and claims against other levels of government.
- Control the investments of the Municipality including all reserve funds and select banking facilities for the Township.
- Assist in the supervision and control of grant applications and special project funding.
- Arrange for the sale of debentures as required, and ensure that all borrowing of money, temporary or otherwise, has been properly authorized.
- Oversees the administration of the Insurance and Health Benefit Program for employees and the negotiation of rates with brokers.
- Mentor and "cross train" finance department staff regarding the financial operations of the municipality that integrates with the succession planning practices
- Ensure a high level of respect for confidentiality for both the organization as a whole and staff as per the Freedom of Information and Protection of Privacy Act.
- Attend Council and Committee meetings as required.

Organizational Leadership

- Develop and maintain positive collaborative relationships with employees, community groups, stakeholders, contractors, consultants, residents, and government bodies.
- Develop and execute plans to address legal, public relations, and other complex issues as they arise, managing risk to the Municipality's operations, finances, and reputation.
- Establish and maintain strong processes for annual strategic priorities including, Council development and approval, incorporation into the municipal budget, implementation, and reporting.
- Develop and lead inter-departmental teams in the execution of the Council's strategic priorities.
- Take leadership role with the senior management team on the development of long-range plans and strategies for the ongoing growth and development of the organization.

- Provide internal and external communication in accordance with the Municipality's communications strategy.
- In conjunction with the Deputy Clerk/Communications Manager, provide leadership in managing strategic and tactical IT planning to support and improve organizational communications, access to information, and end-user productivity.
- Complete and present research on issues as required by the CAO and Council.
- Communicate the Municipality's vision and mission, community values, priorities and objectives to staff, colleagues, partners, and the public.
- Remain apprised of, and advise the CAO on, municipal issues in Ontario including, intergovernmental relations, trends in municipal government, emerging issues, and risks.
- Foster effective working relationships based on mutual respect, a collaborative approach to decision-making and accountability to citizens
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

Deputy CAO

- Maintain a thorough understanding of the Municipal Act, relevant provincial legislation, and other relevant regulation or policy affecting municipal governance or operations.
- Support the CAO with Council and municipal strategic priorities by leading special projects and initiatives.
- Work with the CAO to provide advice and information to Council on municipal issues to ensure Council develops well-informed policy.
- Work with the CAO to ensure the implementation of Council policy and direction.
- Acts as the CAO in their absence, and discharge other duties and responsibilities as may be assigned by the CAO from time to time.

JOB REQUIREMENTS

Qualifications

- Recognized University degree or college diploma in Finance, Accounting or other relevant discipline. Successful completion of the CPA (or CA, CGA or CMA legacy designation) would be considered an asset.
- Completion of AMCTO Diploma in Municipal Administration (Dipl.M.A.) or willing to obtain.
- Certified Municipal Officer (CMO) designation is a preferred qualification.

Work Experience

- Minimum of five (5) or more years of demonstrated experience in a senior financial management role, at least two (2) of which are in the municipal sector
- Thorough knowledge of financial, accounting, auditing, public sector accounting and procurement principles and practices, applicable legislation/regulatory standards, asset management, investment and debt management, long range planning,

provincial grant process, property taxation, budgets and local government functions and responsibilities.

- Computer literacy in accounting systems, word processing and spreadsheet applications.

Knowledge Skills & Abilities

- Strong financial background and ability to function in a computerized environment. Demonstrated experience in project management and team leadership
- Ability to establish and maintain effective working relationships at all levels.
- The ability to think and act strategically in a political and community service environment.
- Leadership, decision making, coordination, time management, strategic planning, visioning and organizational skills are extremely important.
- Ability to demonstrate initiative with a strong commitment to customer service, effective leadership and conflict resolution, while exercising discretion and good judgment. Possess high level of initiative and personal integrity.
- Commitment to quality and process improvement, with ability to work independently with strong time management skills and ability to effectively and efficiently prioritize tasks for self and team.
- Demonstrated ability to contribute to and build upon a positive and healthy environment in a direct operations service delivery setting.

Communication Skills

- Convey and exchange information with people inside and outside the Corporation.
- Ability to deal diplomatically with inquiries/complaints from the public.
- Strong ability to communicate effectively both verbally and in writing, including presentation.

WORKING CONDITIONS

Environment

- Office environments.
- Attend Committee and Council meetings to provide advice, guidance, and recommendations with implementation of resulting actions.

Work Schedule

- Required to work 40 hours per week, plus overtime as deemed necessary.
- Required to attend evening meetings, when necessary.
- Travel may be required to attend meetings or professional development opportunities

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this position.