

## **TOWN OF PETAWAWA**

(Approved April 2014)  
(Revised April 2025)

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**JOB TITLE: DIRECTOR OF FINANCE (TREASURER)**

**DEPARTMENT: ADMINISTRATION**

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Directly Responsible to: CAO

### **PURPOSE OF THE POSITION**

To coordinate the administration of the Finance Department through the preparation, maintenance and monitoring of all financial, accounting and payroll records and fulfill all statutory duties of Treasurer. Provides oversight to department staff to ensure the integrity of the Town's financial records.

### **MAJOR RESPONSIBILITIES**

#### **PROGRAM/SERVICE**

- fulfill the statutory duties of Treasurer
- respond to all federal and provincial initiatives regarding financial matters including accounting processes, sales tax, grants, rate setting and long term planning
- responsible for the preparation, maintenance and monitoring of all financial transactions, records and reports as required by Council and mandated by legislation
- develop and manage effective financial and cash management systems including monitoring and maintaining control over spending programs
- develop and maintain capital asset program in accordance with generally accepted standards
- manage reserves, reserve funds, investments and debt
- coordinate preparation of annual budget process with CAO and Department Heads
- supervise accounts payable
- supervise accounts receivable
- ensure accounting controls through monitoring of purchasing policy
- coordinate municipal banking services
- coordinate annual audit
- supervise property taxation billing process and reconciliation including maintenance of assessment roll
- responsible for all applications for, and reconciliation of, payments-in-lieu of taxes from federal and provincial sources
- responsible for remittance and reconciliation of upper tier and education levies
- supervise metered water and wastewater billing process and reconciliation

- supervise preparation of payroll and associated records and reconciliations
- administer health and benefits programs
- coordinate preparation, reconciliation and compliance of grant applications with appropriate Department Heads

## **FINANCIAL RESOURCES**

- responsible for management of all major financial records
- responsible for banking services, investments and borrowing
- provides advice to Council, CAO and Department Heads on financial and budgetary matters
- responsible for administration of payroll and benefits programs

## **HUMAN RESOURCES**

- direct supervisor of Deputy Treasurer, Accounting Clerks and Administrative Support/Receptionist

## **MATERIAL RESOURCES**

- ensures security of financial and personnel records and information technology and equipment

## **SKILL AND EFFORT**

### **KNOWLEDGE**

- requires a business administration, commerce or finance university degree and the professional designation of CA as well as AMCT/CMO or an equivalent combination of education and practical experience
- a minimum of five years progressive experience in municipal finance
- completion of the Municipal Accounting and Municipal Tax Administration courses an asset
- thorough knowledge of municipal accounting and financial controls
- thorough knowledge of provincial legislation as it pertains to municipal finance, assessment, property taxation and general government
- excellent planning and organizational skills and attention to detail
- ability to provide recommendations to Council, CAO and Department Heads on financial administration

### **PHYSICAL SKILL AND EFFORT**

- no special physical skills required

### **DECISION MAKING AND JUDGMENT**

- work is performed under the general direction of the CAO but is primarily independent

- coordinates and compiles information pertaining to the annual budget
- oversees the financial administration of the municipality
- negotiates financial transactions as required
- provides payroll and benefits advice as required

## **INTERPERSONAL SKILLS/CONTACTS**

### Internal

- with CAO and Department Heads
- with Mayor and members of Council
- with all staff members

### External

- with provincial ministries, federal departments, municipalities, boards, committees and commissions
- with auditors, financial institutions, consultants, pension and benefit carriers, and legal counsel
- with general public

## **WORKING CONDITIONS**

### Environment

- works in an office environment

### Control Over Work Schedule

- may be required to work beyond regular office hours to complete tasks or to attend evening Council meetings