



The Corporation of the Municipality of St. Charles

	Effective Date	Pending Approval
	Revision Date:	

Job Description – Director of Finance and Operation

1. Reports to: Chief Administrative Officer

2. Scope of Position: The Director of Finance and Operation is primarily responsible for asset management, financial management, co-ordinating grant applications and the submission of claims to the proper government agency. Works with prevailing legislation, regulations and the municipality's administrative policies and principles.

3. Principle Responsibilities:

- a) Assists with the performance of statutory duties
- b) Acts as municipal Tax collector for the municipality
- c) May be required to attend and assist the Treasurer at meetings of Council and Committees and prepare any agenda reports relating to financial matters.
- d) Administers the I.T. support contract, overseeing office equipment, maintenance, leases, repairs.
- e) Provides research of records and data collections for special projects and studies
- f) Completes all financial calculation and assists the director of operations in grant writing requests and completes all funding reports.
- g) Asset Management in conjunction with the Chief Administrative Officer
- h) Shares the responsibility with Department Heads for procurement requests
- i) Responsible for the posting and tracking of procurement requests
- j) Assists the management team in the preparation of the budget
- k) Prepares proposal for projects / studies and conducts presentations
- l) Provides research on innovative ways to improve the operations of the Municipality
- m) Provides regular report to Council on budget performance.
- n) Prepares for the year end closing and adjusting journal entries, prepares working papers and assists auditors in producing annual Financial Statements and FIR report.
- o) Assists the CAO in managing the municipality's financial resources including banking, investments and borrowing arrangements.
- p) Calculates tax rates and prepares levy by-laws for presentation to Council
- q) Directs the calculation and billing of realty taxes including supplementary taxes and bills grants-in-lieu / Payment in lieu (PIL)
- r) Processes changes to tax rolls including changes in assessment, legislation and write-offs
- s) Provides general information to ratepayers regarding assessment, tax rates and tax procedures, and provides tax information to solicitors and real estate agents for land transfers and sales.
- t) Acts as a lottery licensing officer processing applications, issuing various licenses and

- submitting reports as required under the act.
- u) Co-ordinates tax sales, liaises with lawyer and the court system, processes reminder notices, responding to inquiries and liaising with banks and mortgage companies.
 - v) Assist the Treasurer with reconciliations of accounts and general accounting duties as required.
 - w) Acts as a secondary for payroll duties in the absence of Accounting Clerk
 - x) Other Duties as assigned

4. Qualifications:

- a) Successful completion of a business or accounting program at the university level
- b) Completion of the Municipal Administration Program of the Association of Municipal Clerks and Treasurers of Ontario is desirable.
- c) Preferred qualification would include CPA designation
- d) Minimum of 2-3 years of related experience
- e) Can learn quickly the municipal accounting software
- f) Proven organizational abilities.
- g) Demonstrated interpersonal skills in dealing with the public, staff, Councilors and external groups and agencies.
- h) Ability to maintain a good relationship with the parties, acts with courtesy, respect and patience, indicates interest in the issues and the parties, does not pre-judge the parties or the issues, is modest in attitudes held towards others and in self regard, devotes such care and attention to the parties as might be reasonably required.
- i) Ability to listen actively and comprehend (remains visibly alert at all times, does not interrupt, intervenes selectively)
- j) Ability to speak effectively (uses clear diction, clarifies or paraphrases where necessary, asks succinct questions if necessary, is direct but not intimidating, adopts a moderate volume and pace of speaking, uses an unemotional detached tone of voice, uses simple language, uses terminology of the parties' profession or appropriate to the listener.
- k) Ability to prepare written communication.
- l) Ability to use spreadsheet and word processing applications.
- m) General knowledge of the municipal act and other legislation
- n) Bilingual (French and English) is an asset.

5. Working Conditions:

- a) Works in general office conditions and is subject to constant interruption.
- b) Work in high pressure environment and stress over deadlines, year end, budget, tax bill time, and more.
- c) Normal work week is 35 hours may be required to attend monthly evening meetings.

6. Supervision: NONE