

Job Title: Supervisor, Treasury

Salary: \$96,876 - \$113, 344 (2025)

Reports To: Treasurer

Department: Corporate Services

Location: 26 Francis St., Lindsay, ON

Hours: Full-time, 37.5 hours per week with core working hours between 8:00 am and 5:00 pm

Other: Combination of general office environment and occasional off-site travel. Attend meetings, conferences and departmental emergency situations, which may be outside of normal business hours.

Position Summary

This position is responsible for the implementation and oversight of specific programs and processes in order to achieve corporate and departmental strategic objectives. Key responsibilities of the position include providing effective leadership and direction in the planning, coordination and management of the annual audit process, financial monitoring, reporting functions and investment initiatives; ensuring consistent application of the City's by-laws, policies and procedures.

Essential Duties

Specific to this role:

- Responsible for all aspects of the City's annual audit process including developing the audit plan, liaising with the auditor, coordinating with divisions and recommending areas for additional internal audit procedures
- Responsible for the remittance of operating grants and bank reconciliations; recording of debt payments; letter of credits; deferred revenue; long-term debt and trust accounting; maintenance of the general account system; development of financial statements for year-end audit; maintaining associated balance sheet accounts
- Oversee the City's investment portfolio, in collaboration with the Treasurer; oversee the financial accounts layout and ensure it meets the needs of departments in accordance with relevant legislation and policies
- Responsible for the submission of the annual legislated Financial Information Return (FIR) with the Ministry of Municipal Affairs and Housing
- Responsible for operating grant reporting, as required, and meeting compliance with the grantor
- Responsible for monitoring, allocation and approval of operating budget expenses, quarterly forecasts as well as supporting the associated budget process
- Act as a key software module representative and expert within the area of specialty, addressing process-related needs and concerns from users, in collaboration with Information Technology

- Lead strategic corporate projects, programs and special studies, make recommendations, prepare reports and presentations for consideration by management and Council
- Act as a subject matter expert in area of specialty; consult on and contribute to development and delivery of training content, in collaboration with People Services
- Provide relief support to the Treasurer; act as Deputy in the absence of the Treasurer

As a member of the leadership team:

- Regularly develop improved methods, procedures, and techniques relating to programs that achieve effective and efficient operations
- Demonstrate leadership and coordination in assigning work activities as required, ensuring equipment and resources are sufficient to enable successful completion of assignments
- Support, advise, supervise team members, providing feedback and/or improvement opportunities
- Research, quantify, facilitate and coordinate delivery of training needs to staff
- Manage customer service concerns, investigating, problem solving and responding as appropriate with solutions
- Procure services and goods related to areas of responsibility, including the authorization of time off requests, time worked and overtime costs
- Contribute to the development of annual program needs
- Manage stakeholder interactions in the supply and receipt of information, including the analysis and resolution of issues
- Provide data to allow program reporting, decision making and evaluation
- Complete research, analysis of industry trends, and best practices to remain knowledgeable and current in program area of responsibility
- Create and maintain a cohesive team environment to support staff to achieve objectives and program outcomes
- Responsible for the hiring, onboarding and supervision of staff in a unionized environment
- Administer the terms of the applicable Collective Agreements, corporate policies, directives, expectations, in collaboration with People Services; act as a Supervisor under the Occupational Health and Safety Act (OHSA)
- Perform other related duties as assigned

Qualifications

- Post-secondary diploma in Business Administration or a related field
- Minimum five (5) years of related progressive experience, preferably in a municipal environment
- Certified Professional Accountant (CPA) designation, or willingness to obtain
- Precise mathematical skills for statistical analysis, reporting and balancing accounts; strong analytical skills in order to problem solve and resolve issues
- Demonstrated leadership and management skills at a level to ensure successful program and employee performance outcomes and management
- Effective oral communication and strong interpersonal skills; excellent written communication skills; attention to detail, accuracy and follow-through
- Demonstrated customer service skills at a level to develop and maintain cooperative and collaborative working relationships both within and outside the organization
- Demonstrated knowledge and application of financial budget and business planning processes

- Demonstrated time-management skills with the ability to prioritize workloads and meet deadlines with minimal supervision
- Demonstrated ability to exercise discretion and tact while maintaining a high degree of confidentiality at all times, complying with all applicable privacy legislation and policies and procedures
- Demonstrated proficiency in Microsoft Office, the internet and any other related software
- Possess and maintain a valid Ontario Class "G" Driver's Licence or the ability to frequently attend work related activities at various sites within the municipalities or at other sites within Ontario
- Upon a conditional offer of employment, an acceptable Criminal Record Check will be required

Applicants must be prepared for skill testing.

Accommodation requests will be reviewed on an individual basis in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) and any other Federal or Provincial legislation.

Interested applicants are encouraged to apply by June 8, 2025 through the Careers page on our website:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=2686>