



2022-NON-GG-285

Director of Finance/Treasurer
COUNTY ADMINISTRATION BUILDING, BELLEVILLE, ON
Permanent Full Time

The County of Hastings has an opening for a **permanent full time DIRECTOR OF FINANCE/TREASURER** for their Financial Services Department. This is a Non-Union position reporting to the Chief Administrative Officer. The position will provide executive leadership of the Financial Services Department including overall responsibility and accountability for the financial health and affairs of the County and will perform the statutory duties of the Municipal Treasurer as defined under the Municipal Act.

Located in southeastern Ontario, the County includes some of the most diverse and beautiful countryside, with lifestyles second-to-none in Ontario. From northern lakes and forests of to the cities of Belleville and Quinte West on the shores of the Bay of Quinte, almost every lifestyle interest can be found within our communities. Outdoor enthusiasts can enjoy cycling, hiking, sailing, beaches, provincial parks, skiing, and more. The surrounding areas offer many festivals, restaurants and community events, as well as live music and theatre, award-winning wineries and micro-breweries. Hastings County area offers picturesque waterfront with affordable homes set in safe communities; quality local schools, entertainment, shopping and services; and an easy drive to larger centers such as Toronto, Kingston, Ottawa and Montreal.

Duties:

- To provide leadership, guidance and direction in the management and performance of the Financial Services Department responsibilities that include Accounting, Payroll, Purchasing and Provincial Offences Administration.
- To support the directions, priorities and objectives as set out in the County's strategic plan and to provide strategic financial leadership and recommendations to the Senior Management Team, Committee and Council.
- Perform the statutory duties of the Municipal Treasurer in accordance with the Municipal Act 2001, as amended and other relevant legislation to ensure continued efficient and effective financial management of the Corporation.
- Responsible for the managing of the day-to-day functions of the Financial Services Department by providing strong leadership in the areas of municipal finance including general accounting, financial analysis, budgeting, financial reporting, municipal property taxation, asset management, payroll administration.
- Direct and manage the financial affairs of the Municipality budget preparation and administration, annual financial statements, financial analysis of reports to Council, tax and revenue collection, asset management, debt management, insurance/risk management and purchasing and procurement.
- Responsible for the implementation and compliance with procurement of goods and services policy
- Responsible for the obligations of the Administration of Provincial Offences in accordance with the Transfer Agreement with the Province of Ontario

- Develop, implement and administer innovative financial management, risk management, procurement and performance measurement policies, systems and programs that ensure sustainable long-term financial health
- In consultation with Chief Administrative Officer (CAO) and Director of Human Resources, be responsible for departmental human resources, hiring and termination of employees, promote staff relations, discipline and negotiations of compensation and working conditions with both union and non-union employees within the Finance Department
- Represent the Finance Department on corporate committees, external committees and professional organizations
- Develop and maintain effective relations with internal departments, member municipalities, separated cities, external organizations, agencies, and community. Nurture positive working relationships with stakeholder organizations.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-service regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupation Health and Safety act.
- Other duties as may be assigned from time to time.

Qualifications:

- Post-secondary education or university degree in Commerce, Finance, Public Administration, Business or a related discipline as well as a professional accounting designation required.
- 7-8 years progressively responsible experience including 3-5 years in a senior management level capacity in a Municipal Government setting or a similar type of public sector government.
- Thorough knowledge of financial, purchasing, accounting and auditing principles and practices, applicable legislation/regulatory standards, investment and debt management, provincial grant processes, property taxation, budget formulation, local government functions and responsibilities.
- Strong leadership and strategic thinking skills with the ability to manage and mentor.
- Significant knowledge and experience in strategic financial planning and capital asset management.
- Proven ability to define and solve complex financial and business problems requiring quantitative, qualitative and process analysis.
- Experience in managing internal and external business partnerships and client relationships.
- Proficiency in Microsoft Office Suite and financial management applications.
- Dynamic and outgoing individual who is a team player and dedicated to public service.
- CMO/AMCT designation, Municipal Tax Collector's course and Municipal Accounting Course would be an asset.
- Current and clear Criminal Background Check.

Salary Range: \$131,439 – \$153,730 per annum, with excellent fringe benefits

Hours of Work: Monday – Friday, 8:30-4:30, 35 hours per week

CLOSING DATE: Friday, August 26, 2022 by 4pm

Please forward applications to: careers@hastingscounty.com

Please quote **“2022-NON-GG-285 – “your name”** in the subject line

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted. The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation. The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check and proof of being fully vaccinated against COVID-19 or eligible approved exemption by Hastings County.