



FINANCE AND TAXATION MANAGER

Department: Treasury

Reports To: Director of Corporate Services/Treasurer

Supervises: Accounts Payable/Customer Support Specialist (when required)
Accounting Assistant/Customer Support Specialist (when required)

Review Date: August 2023

SUMMARY OF POSITION

Under the direction of the Director of Corporate Services/Treasurer, the Finance and Taxation Manager will provide reports and documentation to the Director of Corporate and Financial Services/Treasurer and assist in the implementation of all duties and requirements of the Treasury department. The Finance and Taxation Manager will perform a full range of finance related duties and provide support to other treasury staff as required. This position is a member of the Senior Leadership Team (SLT).

Finance and Taxation Manager will be responsible for carrying out all activities related to the process of tax collections and maintenance to the property assessment and property tax data base. This position will assist with the development and implementation of long and short term goals and objectives, ensuring that all requirements of the function are in compliance with the Municipal Act.

In the absence of the Director of Corporate Services/Treasurer, performs the statutory duties of the Municipal Treasurer under the Municipal Act, the Municipal Affairs Act and other Provincial Acts and Regulations.

FUNCTIONAL RESPONSIBILITIES

- ❖ Fulfills duties of Treasurer in the absence of the Director of Corporate Services/Treasurer.
- ❖ Assists the Director of Corporate Services/Treasurer with all duties and responsibilities of the Treasury department and provides Commissioner of Oaths services.
- ❖ Reviews the general ledger to ensure correctness and accuracy of accounts.
- ❖ Investigates and reports on variances with recommendations for correction.
- ❖ Prepares audit working papers schedules, financial spreadsheets and provides auditor with analytical detail when requested.
- ❖ Prepares monthly bank reconciliation for Town's general operating accounts.
- ❖ Verifies and ensures the reliability of year-end revenue, expenditures, and balance sheet general ledger account balances.
- ❖ Provides timely and accurate financial information and supporting documentation for Council and external funding agencies as required.
- ❖ Assists in the preparation of preliminary operating and capital budgets.

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- ❖ Provides advice and support to the Director of Corporate Services/Treasurer, and other departments regarding financial related inquiries.
- ❖ Provides guidance and support to the Accounts Payable/Customer Support Specialist and Accounting Assistant/Customer Support Specialist.
- ❖ Co-ordinates and supervises the maintenance of accounts payable/receivable, general ledger, tax ledgers and observes all procedures necessary for the flow and handling of cash, calculations, posting, banking operations and reconciliations.
- ❖ Monitors and records daily on-line payments received from financial institutions.
- ❖ Completes Harmonized Sales Tax (HST) quarterly return and remittance for the Town, Mid-Huron Landfill Site Board and Mid-Huron Recycling Centre
- ❖ Assists with the Waterfront Paid Parking with authorizing residents parking permits, updating accounts, and recording all financial paid parking revenue transactions.
- ❖ Monitors budgets, in conjunction with the Treasurer and Managers. Ensures that these budgets are implemented, administered, and controlled within the required standards.
- ❖ Administers the municipality's tax collection function, minimizing tax arrears and errors, ensuring collection of interest and penalties, and applying tax sale procedures.
- ❖ Maintains electronic payment programs for pre-authorized and mortgage accounts.
- ❖ Ensures that the municipal tax roll is up to date and makes necessary revisions to the roll.
- ❖ Completes tax certificates and provides tax information as required.
- ❖ Prepares individual tax bills, mails them to ratepayers, calculates all supplementary charges and interest on tax arrears and answers questions concerning the individual ratepayers tax bill.
- ❖ Calculates annual tax rates for adoption by Council.
- ❖ Prepares Payment in Lieu billing for the various governments and boards and instalment payments for the County, School Boards, and the Business Improvement Areas levy calculations.
- ❖ Assists in the preparation of the annual Financial Information Return
- ❖ Provides an active role in maintenance of the financial computer software.
- ❖ Performs accounting duties as assigned by the Director of Corporate Services/Treasurer including various governmental program submissions.
- ❖ Adheres to Town and Departmental policies, procedures, and programs. Contributes to development of department goals and objectives regarding own work as requested by Director of Corporate Services/Treasurer.
- ❖ Promotes a high standard of customer service to the public as well as to all internal customers.
- ❖ Assists in the maintenance of a positive team environment by working cooperatively with other staff, using the appropriate processes for handling problems, helping to motivate and encourage peers, contributing ideas, and assisting others where necessary.
- ❖ Performs other related duties as assigned.

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POLICY/PROCEDURE

- ❖ Assists with the development and maintenance of accounting and reporting policies and practices to ensure accurate and consistent recording and reporting of financial transactions.
- ❖ Assists in developing and maintaining effective financial and cash management systems.
- ❖ In conjunction with the Director of Corporate Services/Treasurer, protects the municipality credit standings through correct accounting controls, investments, and debt management procedures.
- ❖ Assists in developing long and short-term goals, objectives, and strategies of the Treasury Department in conjunction with the Director of Corporate Services/ Treasurer, for approval by Council.
- ❖ Creates and maintains a customer-friendly atmosphere and sets high expectations of staff to deliver superior customer satisfaction. Manages overall performance according to key performance indicators and seeks and implements operational efficiencies that enhance overall service delivery and customer service.

STRATEGIC MANAGEMENT

- ❖ Not responsible for strategic management.

EDUCATION AND QUALIFICATIONS.

- ❖ Knowledge of financial planning, analytical techniques, management accounting and controls normally attained through post-secondary school education or related courses and training combined with a minimum of five (5) years' experience in a related municipal/financial environment.
- ❖ Minimum three (3) years supervisory/leadership experience
- ❖ AMCTO Municipal Accounting and Finance Program (MFAP) Certification.
- ❖ OMTRA Municipal Tax Administration Program (MTAP) considered an asset.
- ❖ Satisfactory Criminal Records Check (CRC)

KNOWLEDGE AND SKILLS

- ❖ Knowledge of systems, practices, by-laws, and related legislation/regulations as they apply to the treasury functions of the municipality.
- ❖ Strong interpersonal and communication skills to resolve conflict and provide advice to the Chief Administrative Officer, Director of Corporate Services/Treasurer, Managers, and other municipal staff.
- ❖ Good planning and organizational skills to assist with the development and implementation of policies and procedures.

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- ❖ Good knowledge of municipal operations and a thorough knowledge of departmental operations.
- ❖ Strong organizational skills to prioritize workload in order to meet established deadlines.
- ❖ Strong mathematical skills to check and perform calculations required to produce necessary reports and statistics.
- ❖ Knowledge and use of general office equipment including related computer software/hardware.
- ❖ Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
- ❖ Ability to think and act strategically and appropriately in a political and community service environment.
- ❖ Ability to work independently with minimal supervision and in a team environment.

PERSONAL CONTACTS

Communicates with internal and external individuals.

- ❖ Internally, this includes:
 - CAO, Senior Leadership Team Directors and Managers, municipal employees, and members of Council
- ❖ Externally, this includes:
 - The public, neighbouring municipalities, consultants, contractors, provincial and federal agencies, and non-governmental organizations (NGO) (i.e., local service clubs, etc.)

HEALTH AND SAFETY

- ❖ Ensure that Occupational Health & Safety Act, the Town of Goderich Health and Safety Program, and other provincial legislation and regulations are strictly observed and followed.
- ❖ The Town will provide the necessary safety equipment for this position.

WORKING CONDITIONS

Work occurs in clean office environment with a high degree of public contact. This position requires long periods of sitting, as well as consistent visual and mental concentration on computer screen(s). Hours of work are scheduled within the core operating hours of 8 AM – 4 PM, Monday through Friday. Frequently required to work overtime hours to achieve and meet deadlines that are imposed by legislation, Council's direction, or established procedures. Work involves exposure to disruptions, difficult situations and/or conflict that must be handled diplomatically and without compromising the Town of Goderich's corporate policies.



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NOTE TO READER: This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skills, effort, responsibility, and working conditions expected in the role.

