



**Job Posting #:** 2025 - 21  
**Job Title:** Deputy Treasurer / Senior Financial Analyst  
Department: Financial Services  
Reports To: Treasurer/Director of Financial Services  
Supervises: Property Taxation Clerk; Utility & Accounts Receivable Clerk  
Status: Full Time Permanent  
Hours per Week: 35  
Salary: \$79,342.54 - \$96,439.98  
**Application Due Date: May 23, 2025**

### Position Summary

Reporting to the Treasurer/Director of Financial Services, this position manages the accounting, financial controls, accounting systems, and financial analysis of the Municipality in accordance with statutory and regulatory requirements. Responsible for compiling, reviewing, analyzing, and reporting financial data for internal and external requirements. Provides leadership, guidance, and mentoring to Financial Services staff to ensure effective stewardship of public funds. This individual will be responsible for statutory duties required of the Deputy Treasurer, and Treasurer in the incumbent's absence as per the Municipal Act 2001.

### Role Specific Duties and Responsibilities

1. Assist Departments in the development of their operating budgets, including the communication of budget timeline, changes in budget policy budget formats, developing supporting schedules, ensuring accuracy of data and coordinating cross-functional budgets.
2. Responsible for the administration, development and training of our budget software (Questica)
3. Assist the Treasurer in annual budget consolidation of operating and capital, including compiling and checking data, crosschecking and reconciling department budgets, inputting and balancing annual budget in the Financial System.
4. Assist in establishing, monitoring, and amending user fees and charges (including assisting departments in the calculation of department user fees and budget estimates)
5. Assist with the development of the asset management planning, development, and monitoring of capital budgeting for municipal services, including policy, analysis, and tracking of financial commitments, in accordance with applicable legislation reporting of capital projects and annual budgets. Provide support and maintenance during the process.
6. Analyse capital expenditures on a regular basis and fund capital expenditures from appropriate sources. Ensure capital is in balance throughout the year and as part of the year-end process, appropriate schedules are prepared for the financial statements, reviewed and provided to the Municipal's Auditors
7. Review and regular monitoring of general ledger accounts, reconciliations and reports for all balance sheets including, but not limited to bank accounts,

- reserves, trusts, accounts receivable and accounts payable sub-ledgers, payroll and accrual accounts.
8. Assist the Treasurer/Director of Financial Services with monitoring the financial affairs of the Municipality to ensure the budgetary guidelines are maintained and compliance with Provincial guidelines (PSAB, etc.) is achieved.
  9. Assist in review, development, and reporting of capital projects and annual budgets, provide support and maintenance during the process.
  10. Supports the integration of the Asset Management Plan into the long-range financial plans to achieve sustainable capital budgeting strategies.
  11. Monitor the collection of Development Charges related to budgets, track expenditures funded through Development Charges.
  12. Oversees the tracking and reconciliation of the developer accounts. Includes letters of credit/securities held related to developer agreements.
  13. Write and post various journal entries for general ledger accounts; Verifies and ensures reliability of year-end revenue, expenditure, and balance sheet general ledger account balances.
  14. Gather and assemble financial information that is required by managers and directors for preparing and presenting financial activity and accountability reports to Council, the province, and the public. Prepares monthly reporting for Council, Directors, and Department Managers as required.
  15. Perform calculations and analysis for use in preparing monthly reports, year-end working papers and correspondence with internal and external users.
  16. Assist in the management of the municipal accounting function which includes exercising professional judgement on the municipal accounting matters, maintaining the integrity of the chart of accounts, recording transactions in the general ledger in compliance with PSAB/GAAP, the development and maintenance of the procedural accounting manuals, analysis and timely reporting
  17. Oversees the coordination of the year-end audit process and ensures timely and accurate reporting. Cooperates with the Municipal Auditor in the conduct of annual audits and preparation of financial returns and other related documents as required.
  18. Works with the Treasurer/Director of Financial Services to ensure that financial controls are effective and valid to maximize efficiency and effectiveness.
  19. Assists the Treasurer/Director of Financial Services with the development, amendment and monitoring of various financial and administrative policies.
  20. Oversees the submission, tracking, and reporting requirements for grant applications.
  21. Performs other duties as assigned in accordance with corporate objectives.

## **Leadership Duties**

1. Review, interpret, and develop implementation strategies for a strategic financial plan and consult with Senior Management with respect to the role of Financial Services in the fulfilment of the goals and objectives for the plan.
2. In collaboration with Senior Management, coordinates business process improvement strategies with internal stakeholders and staff departments. Maintain focus on best practices and trends, while continuously looking for process improvements such as automation, streamlining, removal of redundancy, etc.
3. Manage the day-to-day operations of the Financial Services division.
4. In consultation with Human Resources, assess staffing needs, participate in the recruitment process, and make recommendations concerning selection of staff; supervise and/or oversee the supervision of division staff including performance evaluation and/or review of same, training and development formulation, discipline, promotion/termination recommendations.
5. Prepare and present Financial Services operating and capital budgets on an annual basis. Monitor and manage operating and capital budgets throughout the year.
6. Responsible for ensuring department staff work in compliance with Occupational Health and Safety Act as well as the Municipality's Health & Safety policies, procedures, and guidelines.

## **General Duties and Accountabilities (All Municipal Roles)**

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

## **Required Certifications and/or Health and Safety Requirements**

1. Possess a valid Class "G" Driver's License in good standing.

## **Education, Skills and Experience**

1. University degree or College diploma in Business, Commerce, Economics, or Finance with a focus on accounting. Recognized accounting designation (CPA) would be preferred.

2. A minimum of five (5) years demonstrated financial experience, preferably in a municipal setting.
3. Thorough working knowledge of applicable legislation, municipal taxation, and general accounting transactions (posting, documenting, controlling, and reporting). Knowledge of PSAB Section 3150, Tangible Capital Assets preferred.
4. Demonstrated leadership skills including effective mentoring, coaching, counselling and conflict management skills.
5. Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgement.
6. Demonstrates strong organizational skills to manage multiple assignments and meet deadlines.
4. Knowledge of computerized accounting systems.
5. Excellent computer skills with advanced knowledge of Microsoft Excel.
6. Strong organizational and priority setting skills with the ability to communicate with other employees, management, and outside contacts.
7. Skilled in explaining financial related information to non-financial people. Ability to analyze and investigate problems and make recommendations for improvements.

### **Physical Demands and Working Conditions**

- Physical demand requires computer work concentration and sitting. Working conditions are in a standard office environment with exposure to public criticism. Some walking and climbing at construction site inspections.
- Normal hours of work are 35 hours per week, Monday to Friday. Available to attend evening and/or weekend meetings and other events, as required.

### **Contacts and Interactions**

- Communicates regularly with municipal staff, council, third party contractors, consultants, government agencies, regulatory bodies, stakeholders, and members of the public. Liaison with regulatory officials/agencies related to the Director of Corporate Services at the federal, provincial and municipal levels.

### **Applicant Information**

Interested qualified applicants are invited to forward their cover letter and resume by May 23, 2025, directly to the Municipality quoting Job # 2025-21:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.



We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).