

Job Posting #: 31
Job Title: Treasurer/Manager, Financial Services
Department: Corporate Services
Reports To: Deputy CAO / Director, Corporate Services
Directly Supervises: Utility & Accounts Receivable Clerk, Property Taxation Clerk, Junior Financial Analyst, Budget & Accounting Analyst
Indirectly Supervises: Purchase, Risk and Insurance Agent, Payroll & Benefits Coordinator, Asset Management Coordinator
Status: Full-time Permanent
Salary: \$98,891.15 - \$120,176.88
Application Due Date: October 13, 2026

Position Summary

This position is responsible for all of the statutory operational and advisory duties of the Treasurer in accordance with the *Municipal Act* and Municipal policies. The position provides leadership for the Financial Services division and ensures that revenues received through other municipal departments or boards are received and recorded in accordance with policy. The Treasurer is responsible to bill and collect property taxes, reconcile property tax related accounts and provide analysis of accounts; to review and monitor assessment roll and process assessment change events. Coordinate and administer related reports and remittances, monthly and annual reconciliations, general ledger processing, year-end processing and responding to taxation enquiries.

Role Specific Duties and Responsibilities

Municipal Financial Management and Overall Leadership:

1. Provide overall leadership and supervision of direct reports which includes:
 - a. work planning, scheduling, payroll processing and assessment of staffing needs;
 - b. hiring/promotion, staff development, coaching/mentoring and conducting performance management reviews;
 - c. conflict resolution, discipline and termination recommendations;
 - d. authorizing overtime and leaves of absence;
 - e. promote shared team goals and collaboration among members
2. Assist in the preparation of the overall Corporate annual business plan and budget (operating, capital) and participate in the review and approval process with Council.
3. Monitor the Municipality's overall performance against Council's approved strategic objectives, business plans and budgets. Prepare, submit and present to the Director performance/status reports with mitigation plans and corrective action as necessary.
4. Identify best practices and trends/advances regarding financial planning,

accounting,

revenue, financial reporting, banking relations, cash flow management, investment management, purchasing, assets and technology management for possible application by the Municipality.

5. Aid in the implementation of short/mid/long term financial planning for the Municipality, develop and submit recommendations to the Director and CAO regarding the financial stewardship and fiscal condition of the Municipality.
6. Establish operating procedures, work methods and standards covering the corporate chart of accounts, accounts payable, accounts receivable, tax billing/collection, tax write-offs/tax sales, and the preparation of monthly, quarterly and annual financial statements and reports, monitor the operating performance of the Department with initiation of corrective action as necessary.
7. Execute the treasury functions for the Municipality including reserve funding, cash flow management, fees and revenue, optimization of credit lines and banking relations; coordinate the identification and source opportunities for revenue and external funding from government or private sources.
8. Participate in the management of the Municipality's investment portfolio to ensure unused funds are generating interest revenue while preservation of capital is maintained in accordance with the Municipality's Investment Policy.
9. Monitor the Municipality's revenues and expenses (i.e. balance sheet management); identification and reporting of budget variances with recommendations to department Directors and the CAO on adjustments as necessary.
10. Oversee the preparation and on-time submission of financial statements, tax returns, financial reports and information required by the Municipality's external auditors for the annual audit and Financial Information Return.

Revenue:

11. Provide support and act as a resource to all municipal departments with respect to revenue functions ensuring that they are undertaken with a strategic corporate outlook, reflecting industry's best practices and compliance with statutory regulations. Develop and recommend policy changes where appropriate. Communicate with the Leadership Team to develop and implement effective work process controls and standards and to manage new corporate or divisional initiatives.
12. Provide required analysis, balancing and follow-up of accounts receivables, complete analysis, balancing and follow-up of funds received on behalf of the Grey County or school boards.
13. Ensure the collection of revenues as required through agreements such as leases or licenses of occupation; update and maintain fees by-law.
14. Ensure that revenues received through other municipal departments and boards are received and recorded in accordance with policy.

15. Prepare revenue schedules required for provincial reporting and in preparation of the annual audit.

Taxation:

16. Responsible to levy realty taxes and additions to the roll for revenue purposes. Review and balance assessments on the tax collector's roll with that of the returned roll to ensure that an accurate levy is produced. Levy property taxes and collect other charges added to the tax roll in accordance with the Assessment Act, pertinent parts of the Municipal Act, Municipal collection policies, and other government standards and regulations
17. Establish policies, procedures and frameworks for the maintenance of effective property taxation and corporate revenue programs.
18. Manage activities with respect to property taxes administration, taxation policy, assessments, payments, reviews, grants in lieu of payments and legislative interpretation.
19. Apply penalty and interest charges to tax accounts with arrears. Ensure that all appropriate accounts in arrears will be charged interest. Initiate tax account collections through the verification of penalty/interest calculations added to outstanding tax accounts; prepare and mail out monthly notices of unpaid taxes to all accounts, identify and follow-up delinquent accounts requiring collection letters, phone contact and assistance to arrange payment plans.
20. Identify and process accounts for tax registration and tax sale, promote alternative payment options such as pre-authorized monthly or instalment payments and on-line banking, maintain files for various mortgage companies that require and pay taxes for their mortgage clients and post-mortgage company payments, ensure the monthly Tax Arrears Report balances with the G/L receivable accounts, review policies and procedures related to tax account collections.
21. Review accounts requiring year-end adjustments and write-offs, i.e., uncollectable balances from payment in lieu accounts; prepare year-end arrears ledger and other documents/reports.
22. Oversee the preparation of pre-authorized payment files for submission to financial institutions monthly and on due date to ensure accurate tax payments are received on time. Advise taxpayers of amount to be directed to bank monthly and adjustment amount at each year-end. For new Pre-Authorized Payment accounts, examine status of tax accounts to ensure that there are no arrears, input financial institution / account and remove tax account when ownership changes.
23. Maintain and update the property assessment roll to ensure the integrity of tax billings, statements, tax certificates, tax sale registrations, other municipal correspondence, permits and inspections and may be required for elections, planning, building, property standards and fire services. Complete ownership changes, address and location changes, MPAC data as required

and in a timely manner.

24. Prepare tax certificates in accordance with the Municipal Act for lawyers, banks and the public. Produce computer generated certificates and ensure that tax arrears, pre-authorized payments, supplementary taxes & penalties have been recorded accurately.
25. Review documentation and liaise with the Development Services Department and the Municipal Property Assessment Corporation (MPAC) to ensure assessment relating to severances, registered plans, building permits and other development is added to the roll in a timely manner. Review MPAC Municipal Sales Listings for comparison of sale price to assessed value. Upon review, identify any areas of concern and recommend solutions to Director for potential action either to MPAC or through an Assessment Review Board (ARB) appeal.
26. Prepare or arrange for documentation and defense to support appeals to the ARB when properties appear to have been incorrectly assessed, when the comparable data provided by MPAC are not considered appropriate and when the Municipality challenges assessments.
27. Annually review properties subject to tax exemption including Municipal Capital Facilities to ensure on-going eligibility. Liaises with MPAC and monitors MPAC information relative to change of property status and assessment, exemptions, errors, capping, claw backs, and filing for appeals and reconsideration.
28. Identify emerging issues related to impact of property assessments on taxation, develop effective solutions and prepare reports regarding same for Council consideration, if required.
29. Utilize computer tax billing system and stay current with updates to software and reporting. Assist IT staff with computer tax billing system testing and training of colleagues.
30. Liaise/work closely with other sections within Finance, Parks & Facility Services, other departments, the Municipal Property Assessment Corporation, other external agencies and other levels of government regarding assessment and related taxation issues.
31. Prepare taxation schedules required for provincial reporting and in preparation of the annual audit.

General Duties and Accountabilities (All Municipal Roles)

1. Provide a high standard of customer service while responding to inquiries and resolving complaints from the public.
2. Provide and maintains a high degree of confidentiality and security of information at all times.
3. Clearly, concisely and actively communicate in a timely manner.

4. 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.
5. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

- N/A

Education, Skills and Experience

- Post-Secondary diploma or degree in administration, business, political science or related discipline preferred.
- Related experience with administering elections, municipal elections preferred.
- Intermediate knowledge of Microsoft Office applications and general computer applications required.
- Strong customer services skills are required to respond to inquiries and resolve complaints from the public and staff.
- Ability to maintain confidentiality and be tactful in all dealings.

Physical Demands and Working Conditions

- Physical demand requires considerable sitting and computer usage. Working conditions are in a standard office environment with exposure to written and verbal criticism from the public and phone/counter interruptions.
- This position follows a hybrid work structure where work can be completed remotely or from the office based on task requirements or personal preferences. Working from the office is encouraged for tasks requiring a high degree of collaboration.

Contacts and Interactions

- Communicate regularly with municipal staff and the public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job # 31 by October 13, 2026, at:

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.