

# Commissioner, Finance & Corporate Services

## The District Municipality of Muskoka, Bracebridge, ON

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Located just two hours north of Toronto, The District Municipality of Muskoka is where you will find some of Canada's most beautiful lakes, majestic forests, and stunning Canadian Shield cliffs. The District Municipality of Muskoka (District) was established by Provincial legislation and commenced operations on October 19, 1970. It covers an area of approximately 4800 square kilometres, containing over 650 lakes. Due to this, Muskoka has been Ontario's premiere summer vacation destination for many years and is known affectionately as "Cottage Country". Every summer, Muskoka's population more than doubles with the influx of residents and visitors, then recedes again when the seasons begin to change into fall and winter.

Muskoka is governed by a two-tier municipal system. The District forms the upper-tier, working closely with six lower-tier municipalities; Township of Muskoka Lakes, Township of Georgian Bay, Township of Lake of Bays, Town of Bracebridge, Town of Huntsville, and Town of Gravenhurst. Both levels collaborate and align services to achieve cost efficiencies and best serve residents and visitors to Muskoka.

The District is seeking an experienced professional to join as the **Commissioner, Finance and Corporate Services**.

As a member of the District Strategic Leadership Team (DSLTL), the Commissioner is responsible for the strategic leadership, management and administration of the Finance and Corporate Services department (Facilities Services, Information Technology Services, Finance, Budgets and Financial Planning, Purchasing and Risk Management and Accessibility). This role is also responsible for the overall financial affairs of the municipality on behalf of, and in the manner directed by, the Chief Administrative Officer (CAO) and Council.

Key responsibilities will include:

- Work closely with the CAO, the District Strategic Leadership Team (DSLTL) and Council either directly or through the applicable standing committees, to advise on all matters pertaining to the functional areas, including development of annual budgets; financial policy, analysis and statements; cash management and investments; performance measures; purchasing; fleet management; accessibility; risk management; information technology; facilities long term planning; capital coordination; corporate and administration policies;
- As a member of the DSLTL:
  - Advise and assist the CAO in carrying out his/her duties;
  - Work collaboratively to assist with reviews and evaluations of service delivery processes to ensure coordination between Divisions/ Departments; and that services are responsive to changing service level priorities, meeting the needs of the Municipality and reflect customer service excellence;
  - Contribute to the corporate decision making process providing the financial management perspective to issues and problems as they arise;
- Provides leadership and business planning direction to all areas of responsibility in a manner that motivates, guides and directs employees to the realization of department goals and objectives;
- Regularly review corporate performance as it relates to Finance and Corporate Services using various Provincial/ Municipal benchmarks and standards to drive improvement in corporate performance through innovation;
- Attend Council, Committees of Council and related meetings as required;
  - Prepare and present reports to Council on emerging trends, issues and opportunities which may influence service delivery changes and enhancements, as well as regular reporting, presentations and budgets, as applicable;
- Ensure compliance with applicable provincial and corporate legislation, regulations, policies and procedures and ensures that finance and accounting methods meet statutory requirements;

- Lead or manage the preparation of annual operating and capital budgets and longer-range financial forecasts and the administration of the approved budget including authorization of expenditures in accordance with the District's policy; promoting fiscal discipline and accountability;
- Demonstrate, facilitate, and promote a positive organizational image and the District's vision & values among departmental staff, and foster a positive, productive, inclusive, healthy, safe, creative, innovative and collaborative workplace environment;
- Maintain effective relationships and collaborate with the partner Area Municipalities, the general public, ministries and provincial and federal government officials, agencies, organizations, and institutions;
- Partner with Human Resources in the successful delivery of joint services, such as budget and complement control, payroll, benefits, union negotiations, policies, etc.;
- Fulfill the statutory duties of the Treasurer as defined in the Municipal Act;

The ideal candidate will be a university graduate at a Masters level and/or hold a professional designation. You will bring a minimum of ten (10) years related and progressive experience, preferably gained in a municipal environment, including four (4) years of directly related senior management experience. You will have a strong understanding of government policies and related legislation or initiatives, generally accepted accounting principles (GAAP), public sector accounting board (PSAB) and their significance and potential impact. One of your strengths will be the ability to speak publicly and articulately as well as make decisions on complex and sensitive issues in an impartial manner while balancing multiple competing interests. You will be able to provide examples of how you have been able to develop appropriate corporate short and long-term goals and objectives. From a people side of things, you will have exceptional leadership and interpersonal skills coupled with demonstrated critical behaviours that align to core management/ leadership competencies, including experience in building, mentoring, coaching, engaging, and motivating a multi-disciplinary team. Overall, you will be able to demonstrate your capacity to lead change management and continuous improvement processes and provide leadership to a diverse portfolio of services.



We seek applicants who can support the District's Visions and Values of RISE  
(Respect and Integrity, Innovative Leadership, Synergy and Experiences)

**To express interest, please email a cover letter and resume (confidentially) to  
Catharine Vickery, Manager, Human Resources [catharine.vickery@muskoka.on.ca](mailto:catharine.vickery@muskoka.on.ca)  
prior to noon on Friday, November 6, 2020**

Interviews are anticipated to take place mid to end of November 2020 and will be done via virtual video conferencing.

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The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.