



The Township of Muskoka Lakes is one of the most beautiful places in the world and we think you should be here!

## Join our team as the new Director of Financial Services

The Township of Muskoka Lakes is seeking a professional and accomplished leader to join our Senior Leadership team as the new Director of Financial Services.

Reporting to the Chief Administrative Officer, the Director of Financial Services plays a critical role in driving the overall financial strategy and the financial stewardship of the Township. As a key driver of change, the Director of Financial Services provides innovative leadership and fosters financial literacy throughout the township, while advancing investment and alternative revenue initiatives and refining financial models to guide in long term planning.

The Director of Financial Service's key areas of responsibility include:

- People leadership and guidance;
- Monitoring financial activities and undertakings, ensuring appropriate tools and systems are in place to provide critical financial and operational information;
- Strategic financial policy development and guidance;
- Lead the budget process including preliminary guidelines, reports and data analysis;
- Information Technology strategy and project management; and
- Quality customer services to internal and external clients.

### Why the Township of Muskoka Lakes?

The Township of Muskoka Lakes is situated on the most southern part of the Canadian Shield, approximately two hours from Toronto, encompassing 782 square kilometres with 80 lakes, including Lakes Muskoka, Rosseau and Joseph. The natural beauty of the shorelines, miles of boating and abundance of wildlife make Muskoka Lakes a pre-eminent tourism destination, hosting visitors from around the world.

Whether you prefer small communities, rural areas, country settings or waterfront properties, Muskoka Lakes has it all. The municipality has encouraged positive growth, while at the same time protecting the historic significance, character and natural beauty of the area.

Anchored by the larger communities of Bala, Port Carling and Windermere, the municipality offers the sophistication of a popular tourism destination, plus the wholesomeness of country living. Depending where you live in Muskoka Lakes Township you will find yourself relatively close to major towns such as Gravenhurst, Bracebridge, Huntsville and Parry Sound. The city of Barrie is about an hour's drive away, while North Bay, Sudbury and Toronto are easily accessible in two and a half hours.



[Community Profile](#)

## What you will bring to us

Words or phrases that resonate with you include; Strategy, Innovation, Collaborative/Consensus building Leadership and Political Acuity.

You have the ability and passion to think and act strategically in a political and community service environment, to build strong and enthusiastic staff teams and external alliances/partnerships, and to align departmental programs/services with divisional and corporate goals/objectives, and to champion the mission and values of the Township.

Since earning your degree and CPA, you have developed your skills by working in municipal governments for at least ten years, including significant leadership experience and a minimum of four years with IT or project management experience.

## What we Offer

The Township of Muskoka Lakes provides competitive compensation, complete with comprehensive health and dental benefits, and enrollment in OMERS (Ontario Municipal Employees Retirement System) pension plan.

The salary range for this position is: \$115,000 – \$134,000

## How to Apply

Interested candidates are invited to submit their resume, with cover letter [online](#) by no later than **March 8, 2020**.

### OUR MUSKOKA

Is a diverse community, where generations interact with nature, recreation, history and tourism. These unique attributes all combine to make Muskoka an iconic place to visit, live and work.

### VISION

To respect, maintain and enhance OUR MUSKOKA

### MISSION

Recognizing and respecting the diversity of our residents and economy, we will openly engage the public to achieve OUR VISION with balance, transparency, sustainability, accountability and fairness

The Township of Muskoka Lakes is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability-related accommodation to participate in the hiring process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.



## Job Description

### Director of Financial Services

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**Position Title:** Director of Financial Services  
**Department:** Finance  
**Reports To:** Chief Administrative Officer  
**Classification:** NU Band 13  
**Evaluation Date:** November 2019

#### Position Summary:

Reporting to the Chief Administrative Officer, the Director of Financial Services plays a critical role in driving the overall financial strategy and the financial stewardship of the Township. As a key driver of change, the Director of Financial Services provides innovative leadership and fosters financial literacy throughout the township, while advancing investment and alternative revenue initiatives and refining financial models to guide in long term planning.

#### Position Responsibilities:

1. Appointed to perform the statutory duties of Municipal Treasurer (appointed by by-law) under the Municipal Act including assuring the integrity of financial practices, and associated reporting, banking and investments, reserves and fund administration. Acts in the role of financial steward for the organization as a required signatory on financial matters.
2. Develops policy guidelines with respect to financial management, including strategic budgeting and planning, control and monitoring of revenues and expenses, and determination of financial controls.
3. Accountable for all financial activities and undertakings of the Township and ensures appropriate tools and systems are in place to provide critical financial and operational information.
4. Monitors the growth of the Township, identifies areas for improvement, and further opportunities for growth.
5. Provides professional advice and recommendation to the Senior Management Team, Leadership Teams, staff, Council and affiliated Committees.
6. Keeps senior leadership apprised of cash flow position and investment opportunities and provides ongoing support through financial input for business plans including capital and operating budget requirements.
7. Leads the annual operating and capital budget process including preliminary guidelines, reports, preparation of required documents, and data analysis. Prepares, develops and provides budgetary and financial support to other Township departments.
8. Develops and communicates financial statements and reports for Council, leadership, auditors, financial institutions and related committees in compliance with legislation and Township policy.
9. Prepares and provides comment for reports and presentations for the consideration of the Committees and Council.
10. Provides leadership to the Financial Services department, develops the department's vision and business plan and fosters a team environment that promotes the values of the Township.



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11. Champions the corporate and community vision, mission and values among all staff and actively promotes the need for clear and timely response to customer issues through demonstrated and consistent actions in the ongoing performance of responsibilities.
12. Supports the Deputy Treasurer and Manager of Taxation in leading the day to day financial activities. Provides coaching, training and development, performance management and technical assistance as required. Assists with the staffing model and participates in recruitment and selection.
13. Provides leadership, coordinates and directs the preparation of strategic and annual business and work plans, major policies and service level standards for the various service areas.
14. Develops the Corporate Information Technology (IT) vision and business plan with input from stakeholders and in alignment with organizational goals.
15. Manages the execution of the IT infrastructure, analyzes the business requirements of all departments to determine their technology needs. Purchases efficient and cost effective technological equipment and software. Builds relationships with vendors and ensures cost-efficient contracts.
16. Participates in technical projects, and directs the effective development and delivery of networks and disaster recovery systems and processes.
17. Works in collaboration with other areas of the Corporation to identify and assess risk management issues in investment portfolios, Information Technology and all Township service areas and assists in the development of policy and procedure to mitigate potential liability exposure.
18. Provides support as required to the Deputy Treasurer with the preparation and coordination of grant applications from outside agencies and user groups for Township initiatives as required.
19. Responds to enquiries, issues and concerns from Council, ratepayers, departments, other levels of government, external agencies, etc. and provides interpretation, guidance and information as necessary.
20. Develops, implements, and ensures compliance with internal financial and accounting policies, procedures and internal controls in consultation/cooperation with external auditors and management including implementation of recommendations emanating from audits. Keeps apprised of current and emerging trends and best practices to ensure efficient and effective processes.
21. Directs and oversees the timely preparation of all of the Township's financial statements in accordance with generally accepted accounting principles (GAAP) and the Public Sector Accounting Board (PSAB). Direct the submission of the provincial Financial Information Return (FIR) and other statutory requirements.
22. Acts as a member of the Emergency Operations Control Group, as assigned.
23. Attends Committee and Council public and generally in-camera meetings.
24. Administers other related duties or special projects, as assigned, which are in accordance with job responsibilities or necessary departmental or corporate objectives.

#### **Education, Experience and Qualifications:**

1. A University degree in Accounting or Business Administration or equivalent.



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2. Chartered Professional Accountant (CPA) designation in good standing or suitable equivalent.
3. 10 - 15 years practical and demonstrated relevant experience, including significant leadership experience in municipal governments.
4. 4 – 5 years experience with analysis, implementation and evaluation of IT systems and their specifications.
5. Excellent conceptual, interpersonal, project/time management, analytical, communication, presentation, problem-solving, facilitation; demonstrated negotiation skills, and strong staff leadership, managerial and supervisory skills.
6. Ability to think and act strategically in a political and community service environment, to build strong and enthusiastic staff teams and external alliances/partnerships, to align departmental programs/services with divisional and corporate goals/objectives, and to champion the mission and values of the Township.
7. Demonstrated knowledge of Municipal, Provincial, and Federal legislation, regulations and guidelines and contemporary issues; municipal government and operations; principles, best practices and processes. Familiarity with the Occupational Health and Safety Act, Employment Standards Act and current leadership and management practices.
8. Extensive and intuitive computer literacy utilizing word-processing, spreadsheet, presentation, database software, and the ability to effectively use the internet for research and information purposes. Data analytics would be an asset.
9. Class G Driver's Licence, in good standing and reliable vehicle to use on corporate business.
10. Availability to attend evening and/or weekend meetings or other events as required.

#### **Health & Safety Responsibilities:**

1. Comply with the provisions of the Occupational Health and Safety Act and Regulations as it relates to a supervisor and a worker.
2. Comply with Township Health and Safety Policies and Procedures.
3. Take every reasonable precaution to protect themselves and their workers from health and safety hazards and unsafe situations.
4. Ensure that employees receive the required PPE and training in the appropriate practices, policies and procedures necessary to work in a safe manner and to monitor their compliance with corporate health and safety policies.
5. Develop and implement standard operating procedures. Makes recommendations on additional Health and Safety training.
6. Participates in a culture of safety which encourages prevention, reduces errors and safeguards employees and the public from harm.

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

Sedentary weight lifting requirements: Lifting of up to 10 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Involved sitting most of the time, but may involve walking or standing for brief periods of time.



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Work is conducted in an office environment with exposure to criticism from the public. Requirement to juggle priorities, verbally communicate to clearly exchange information, manage regular interruptions and evolving demands during the course of a working day. Requirement to be productive and work efficiently; regularly required to use a short amount of time to complete a project or task. Perform a wide variety of tasks daily requiring ability to manage multiple projects and make independent decisions, while maintaining a pleasant, professional and positive demeanour. Use of office equipment.

#### **Hours of Work:**

- Normal hours of work are Monday – Friday days, 37.5 hours per week
- Must be available after hours for emergencies