

JOB DESCRIPTION



Job Title	Manager/Deputy Treasurer	Job Grade	14
Portfolio	Budgeting & Financial Management	Hours per Week	35
Department	Corporate Services	Effective	September 21, 2026
Reports To	Associate Director of Finance/Treasurer	Status	Full Time
Location	Town Hall	EBG Employee	No

Job Summary

The Manager of Budgeting & Financial Management/Deputy Treasurer, under the direction of the Associate Director of Finance/Treasurer, manages the delivery of the Town's Budgeting & Financial Management services and is responsible for translating approved financial direction into effective budgets, reporting, analysis, systems, policies and operational practices. The position leads corporate budgeting, financial planning and analysis, financial reporting, audit coordination, taxation and other assigned financial services; provides leadership to the assigned staff; and acts as Deputy Treasurer with authority to perform statutory duties in the Treasurer's absence.

Job Requirements

- University degree in Accounting, Finance, Business Administration or a related field.
- Chartered Professional Accountant (CPA) designation required.
- Minimum seven (7) years of progressively responsible finance experience, including leadership in municipal government or a broader public-sector environment.
- Strong experience in municipal budgeting, financial planning and analysis, reporting, audit, taxation and financial controls.
- Strong understanding of municipal legislation, governance, PSAB requirements, financial management and corporate compliance.
- Proficiency with enterprise financial systems, budgeting tools and related technologies.
- Ability to interpret and implement policies, legislation and regulatory requirements.
- Strong written and verbal communication skills, including experience preparing and presenting financial reports and recommendations.
- Strong analytical, planning, problem-solving and continuous improvement capabilities.
- Demonstrated commitment to integrity, confidentiality, service excellence and public accountability.

Job Duties

- Manage Finance service delivery and provide leadership and direction to assigned staff, including performance management, coaching, development, recruitment and succession support.

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- Oversee the effective delivery of accounting, financial reporting, taxation, financial controls and customer service, ensuring operational issues are resolved and service standards are achieved.
- Lead and coordinate development of the annual Operating and Capital Budgets in accordance with strategic direction established by the Associate Director/Treasurer, including departmental guidance, budget tools, analysis, summaries and presentations.
- Lead corporate financial planning, forecasting and variance analysis; work with departments to identify emerging pressures, mitigation strategies and recommendations for the Associate Director/Treasurer, senior leadership and Council.
- Manage preparation of monthly, quarterly and annual financial reporting and ensure supporting accounting information is complete, accurate and timely.
- Coordinate preparation of statutory financial reports and filings, including the Financial Information Return, audited financial statements, Development Charge Treasurer's Statements and grant/funding reports, for review and approval by the Treasurer.
- Lead and coordinate the annual external audit process and periodic internal audits, ensuring timelines, audit requirements, management responses and follow-up actions are completed.
- Manage reserve and reserve fund forecasting, cash flow analysis and long-term financial planning activities and provide recommendations to the Associate Director/Treasurer regarding targets, funding requirements and financial sustainability.
- Monitor investment performance and cash requirements and administer investment activities in accordance with approved policies, providing analysis and recommendations to the Associate Director/Treasurer.
- Manage the property tax function, including billing, collections, assessment changes, arrears and payments to other taxation authorities, and refer statutory or significant matters to the Treasurer.
- Manage the financial components of the Town's asset management program, including financial analysis, TCA information, long-term capital funding and coordination with departments responsible for the Asset Management Plan.
- Oversee the Municipal Accommodation Tax program and provide direction to the MAT Coordinator, ensuring effective administration, compliance, financial reporting and operational performance.
- Oversee the administration of the Town's insurance program, renewals and claims; assess financial risk and provide recommendations to the Associate Director/Treasurer on significant matters.
- Develop and implement Finance policies, procedures and internal controls consistent with Council-approved policy and Treasurer direction; monitor compliance and recommend improvements.
- Provide financial analysis, professional advice and recommendations to departments and senior leadership and prepare or present financial reports to Council as required.
- Attend Council, committee and other meetings as required and serve as the primary designate for the Treasurer, including presenting reports and providing financial advice in the Treasurer's absence.
- Act as Deputy Treasurer with authority to perform statutory duties under the Municipal Act, 2001, including signing authority when delegated or when acting in the Treasurer's absence.

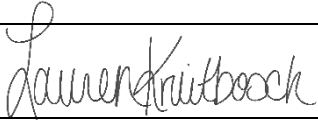
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- Monitor financial impacts of legislative changes, economic conditions, inflationary pressures and emerging trends and recommend appropriate operational or financial responses.
- Ensure Finance services comply with Town policies, applicable legislation, financial reporting standards and the Occupational Health & Safety Act.
- Perform other duties as assigned by the Associate Director of Finance/Treasurer or designate.

Competencies

- Accountability - Takes ownership of Finance service delivery, commitments and results.
- Communication - Communicates financial information and recommendations clearly to staff, leadership and Council.
- Decision Making - Makes well-informed management decisions using sound professional judgement.
- Leadership - Provides direction, support and development to supervisory and professional staff.
- Managing Performance - Establishes expectations, monitors results and supports employee development.
- Collaboration - Works effectively across departments to resolve issues and achieve corporate financial objectives.
- Continuous Improvement - Identifies and implements improvements to financial services, processes and controls.
- Integrity - Demonstrates confidentiality, professionalism, ethical conduct and public accountability.
- Financial Analysis - Interprets complex financial information and develops practical recommendations.
- Planning and Coordination - Leads complex, interdependent financial processes and ensures deadlines and deliverables are achieved

Reviewed By: Name and Title	Lauren Kruitbosch, Director of Corporate Services		
Signature:		Date Reviewed:	September 21, 2026
Approved By: Name and Title	Nick Ruller, Chief Administrative Officer		
Signature:		Date Approved:	September 21, 2026
The above description reflects the general details considered necessary to describe the principal functions and duties required for a proper evaluation of the job and shall not be considered a detailed description of all the work requirements that may be inherent in the job. Further interpretation of this Job Description is the responsibility of the Council, the CAO and/or the Department Director and, when applicable, in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any part of this Job Description, in whole or in part, at any time.			