



TOWNSHIP OF
Hornepayne

JOB DESCRIPTION

TITLE: Chief Financial Officer

REPORTS TO: CAO / Deputy Clerk

LOCATION: Town Hall

SUMMARY: The Chief Financial Officer (CFO) is a member of the Township's Senior Management Team responsible for providing financial leadership, direction and oversight for all the Township's financial operations in accordance with the Municipal Act, 2001, Public Sector Accounting Board Standards (PSABs), and other applicable provincial legislation. The CFO secures the Township's long-term financial stability by implementing effective financial planning, budgeting and risk mitigation.

Key Responsibilities:

1. Strategic Financial Leadership

- a. Provide financial analysis and advice to Council, the CAO, and Senior Management Team to support informed decision-making and strategic direction.
- b. Develop and implement long-term financial strategies and forecasts that support the Townships goals and align with Council strategic priorities and community needs.
- c. Manage all aspects of the Townships Asset Management Plan addressing all legislative responsibilities related to the plan.

2. Budgeting, Financial Operations and Asset Management

- a. Lead the preparation, administration, and monitoring of annual operating and capital budgets, ensuring they are balanced, sustainable, and aligned with legislative requirements. Provides variance analysis and recommends corrective actions to maintain fiscal discipline.
- b. Ensure accurate and efficient delivery of financial services, including accounting, payroll, taxation, asset management, and financial reporting, while ensuring the responsible stewardship of Township funds.

3. Reserves and Investment

- a. Manage the Township's reserves and reserve funds, investments, and debt, with a focus on liquidity and risk mitigation.
- b. Ensure all financing and banking activities comply with applicable legislation and policies.

4. Revenue and Taxation

- a. Oversee the administration of property tax billing, user fees, and other Township revenues.
- b. Identify alternative revenue sources, cost-recovery opportunities, and external funding and grant opportunities.

5. Governance, Compliance and Risk Management

- a. Ensure compliance with audit requirements, the Municipal Act, Development Charges Act, PSAB's, and other relevant legislation.
- b. Oversee internal financial controls, procurement practices, asset management, risk management and insurance coverage.

6. Mentorship, Staff Development and Succession

- a. Supervise, mentor, and support staff in a small team environment, fostering cross-functional collaboration and professional development.
- b. Work collaboratively with other departments to support service delivery goals and succession.

7. Communication and Public Engagement

- a. Communicate financial information in plain language to a variety of audiences, including Council, staff, residents, and the media.
- b. Support transparency and open government initiatives by contributing to accessible reporting and community engagement.

Duties:

- 1) Attend Council and Committee meetings as required.
- 2) Responsible for the managing of the day-to-day functions of the Finance Department by providing strong leadership in the areas of municipal finance including general accounting, financial analysis, budgeting, financial reporting, municipal property taxation and capital asset management.
- 3) Provide strategic financial leadership and recommendations to the Senior Management Team and Council on departmental financial performance, operating and capital planning, and business analysis.
- 4) Perform the statutory duties of the Treasurer in accordance with the Municipal Act 2001, as amended, and other relevant legislation to ensure continued efficient and effective financial management of the Corporation.
- 5) Direct and manage the financial affairs of the Township, capital and operational budget preparation and administration, annual financial statements, financial reports to Council, tax and revenue collection and co-ordination and payroll.
- 6) Responsible for the long-term financial planning and fiscal policy; capital, operating, and departmental based budgeting for the Township's tax-supported operations, annual budget monitoring and reporting; tax/utility billing and collection; purchasing policy and processes, general accounting; and general management of the Finance Department.

- 7) Develop, implement and administer innovative financial management, risk management, procurement and performance measurement policies, systems and programs that ensure sustainable long-term financial health for the Township.
- 8) Member of the Emergency Management Control Group, as outlined in the Township's Emergency Plan;
- 9) Plan, direct and coordinate Finance Departmental work plan.
- 10) Represent Finance to other Township departments, elected officials and outside agencies; coordinate Finance activities with those of other departments and outside agencies and organizations.
- 11) Respond and resolve difficult and sensitive citizen inquiries and complaints.
- 12) Administrator for the Township's Financial Software System and Administrator for Township's Asset Management Software System.
- 13) Administrator of Township Credit Card Program.
- 14) Maintain the Asset Management Plan and ensures compliance with all relevant legislation.
- 15) Manage the development and implementation of the Finance Department goals, objectives, policies, and priorities for each department.
- 16) Challenge current practices and recommend modifications, where required.
- 17) Ensure operational processes, policies and protocols are established and compliance is monitored, assess changes in legislative/regulatory requirements, identify potential areas of vulnerability and risk, provide advice on emerging issues and develop strategies to ensure continued program and service delivery success.
- 18) Ensure compliance with Township, Provincial and Federal policies, procedures, and regulations pertaining to fiscal management and investment planning.

- 19) Oversee maintenance of the insurance portfolio, which ensures, that all Township's assets have the required insurance coverage and that claims against the Town are handled promptly and correctly to minimize exposure.
- 20) Prepare and implement policies concerning the procurement and ordering of all supplies and services to ensure best value for money.
- 21) Monitor the operation of policies concerning procurement and ordering and prepare such reports as may be required.
- 22) Monitor the operation of contracts entered into for the supply of services to the Township.
- 23) Ensure all contracting and procurement activities are fully compliant with all public sector legislation and regulatory requirements.
- 24) Invest surplus funds and manage the Township's internal and external debt.
- 25) Prepare the annual operating and capital budgets for review by Council, ensuring budgets are produced in a timely, accurate and efficient manner.
- 26) Make recommendations and decisions on funding amounts, sources, types, particularly in the capital budget.
- 27) Ensure that internal budget processes are effective and efficient; annually make recommendations for improvements in following year.
- 28) Complete budget analysis for Managers, to ensure that the information provided is useful and meaningful for decision making purposes.
- 29) Develop and implement of effective post approval budget management policies/procedures for both capital and operating budgets.
- 30) Coordinate and oversee other essential forecast processes and reporting including quarterly financial updates.

- 31) Provide and oversee the accounting services for the Township and the Library Board which includes Payroll, Accounts Payable, Accounts Receivable, General Accounting, Utility Billing, Tax Billing, and Capital Asset Accounting.
- 32) Ensure that adequate internal controls systems, processes, etc. are implemented to safeguard assets, for expenditure authorization, control of inventory, etc.
- 33) Oversee the development and implementation of financial and operational policies and procedures that cover all departments.
- 34) Prepare and review internal operating and capital reporting, ensuring that reporting is accurate, timely and relevant.
- 35) Complete external reporting, the majority of which is statutory or legislated; including Financial Statements, Provincial Financial Information Return, Council Statement of Remuneration and Expenses, Federal Gas Tax, and Payroll related.
- 36) Provide necessary analysis for above reports as required.
- 37) Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes for the Finance Department.
- 38) Responsible for the payroll functions for the Township, including the negotiation of Group Benefits and the administration of the Pension Plan (OMERS)
- 39) Ensure compliance and provide interpretation with all aspects of the Collective Bargaining Agreement.
- 40) Select, train, motivate, and evaluate Finance Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- 41) Conduct a variety of Finance Department organizational studies, investigations, and operational studies; recommend modifications to accounting programs, policies and procedures as appropriate.

- 42) Provide staff assistance to the CAO, participate on a variety of committees; prepare and present staff reports and other necessary correspondence.
- 43) Participate in collective bargaining; make recommendations to CAO as to any matter arising out of the collective agreement having financial implications; attend labour negotiation, grievance and labour/management committee meetings as necessary.
- 44) Develop and implement standard processes for collecting, updating, maintaining, and managing the asset infrastructure information, condition inspections and mapping.
- 45) Maintain the relevant parts of the asset registry through asset data collection, and proficient use of the Township's asset management software systems.
- 46) Develop, implement, and monitor best practices for asset rehabilitation/renewal analysis, including developing techniques for life-cycle analysis, condition assessments and inspection programs, and developing service levels standards and performance measures.
- 47) Provide asset management advice, training and problem solving to all Township departments.
- 48) Work with staff to develop operation and maintenance standards and preventative maintenance schedules for Township assets.
- 49) Design and develop reports and analytics within asset management software and other analytics tools.
- 50) Research and forecast asset management trends, projecting current activities and programs into longer term needs.
- 51) Prepare comprehensive reports and recommendations for Council, management, and other stakeholders on the Township's assets.
- 52) Update the Township's corporate asset management policy (AMP), ensuring that applicable legislative requirements are satisfied.
- 53) Provide insights on required rehabilitation and upgrades to infrastructure assets through asset and life-cycle data analysis.

- 54) Ensure all asset management information is accurate, complete and updated in a timely manner.
- 55) Ensure current asset information is available for operating and capital related costs for all departments.
- 56) Take responsibility for managing life-cycle programs, maximizing the Township's potential to manage asset life-cycle costs.
- 57) Maintain records with respect to asset management.

Direct Reports:

Administrative Assistant

Accounting Clerk / Deputy Treasurer

Education:

Required

- University degree or equivalent in Accounting/Finance, Business or Public Administration

Desirable

- Certified Accountant designation
- Certified Management Accountant designation
- Certified General Accountant designation
- AMCTO Municipal Accounting and Finance Program (MAFP)
- Certified Municipal Officer (CMO) designation

Experience:

- 5+ years of current experience in municipal finance
- 5+ years current experience as a financial manager
- 5+ years of current experience in municipal asset management.

Core Competencies:

Interpersonal and Communication Skills

- Strong leadership skills combined with integrity, strategic thinking, and a problem solving approach;
- Strong analytical skills
- Excellent interpersonal, oral, and written communication skills

Leadership Skills

- Strong Work ethic
- Promotes a Team Player Attitude
- Empower and mentor
- Manage performance, talent and succession
- Build and sustain relationships
- Integrity
- Excellence and accountability
- Make decisions using professional judgement
- Organize, plan and innovate

Prepared: July 2025