



Job Description

Job Title: **TREASURER**

EXEMPT:	Yes	DIVISION:	Finance
SALARY LEVEL:		DEPARTMENT:	Administration
LOCATION:	Prince Rupert, British Columbia	SUPERVISOR:	Chief Administrative Officer
APPROVED BY:	Chief Administrative Officer	DATE:	October 17, 2018
<i>Replaces:</i>	<i>Job Description 2012</i>	<i>Dated:</i>	<i>August 24, 2012</i>

SUMMARY: The Treasurer, as appointed by the Board, is responsible for performing the statutory duties of financial administration under section 199 of the *Local Government Act*. Under the general direction of the Chief Administrative Officer (CAO), the Treasurer is responsible for a wide variety of tasks related to the day-to-day and long-term financial operations of the North Coast Regional District (Regional District).

KEY RESPONSIBILITIES:

Plans and manages the overall financial affairs of the Regional District:

- Prepares the five-year Financial plan, annual as required by the Local Government Act, and takes the lead role in the budget approval process with the Board and consults with other managers on budget requirements;
- Prepares the annual financial statements and other statutory financial reports as required;
- Plans, prepares and coordinates the preparation for the annual audit;
- Oversees the investments and prepares periodic status reports for the CAO and Board;
- Prepares reports for the Board, in regard to various financial matters including variance reports;
- Inform the CAO of any concerns or issues related to the fiscal management of the Regional District in order to seek a collaborative solution.

Directs and coordinates the day-to-day activities within the Finance Department including accounts payable, accounts receivable, payroll, utility billing and cash receipting:

- Ensures that accurate records of and control over the financial transactions of the Regional District are maintained;
- Designs, implements and monitors accounting and financial policies, procedures and controls;
- Represents the Regional District before the public in matters pertaining to the Finance Department, as required, for the purpose of presenting information, and answering inquiries or complaints;
- Approves financial and operating transactions, as appropriate;



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- Reports any over-expenditures, or unauthorized expenditures, on any department budget to the Department Head, and if required, to the Chief Administrative Officer, and to conduct such internal checks and audits as may be required;

Responsible for the supervision and direction of the Finance Department Staff:

- Ensures that the Regional District human resources policies, collective agreement and other best practices are followed;
- Provides orientation, training and guidance for staff in the performance of their duties, conducts performance evaluations, promotes improved performance through coaching and mentoring, prepares work schedules, and approves leave;
- Assists in handling grievances and resolving staff issues; participates in hiring, promotion, demotion and discipline processes and provides input to termination of employment decisions.

Oversees and maintains the Regional District's computer and information systems:

- Recommends and implements information technology plans, processes and controls;
- Ensures security and integrity of the information systems including regular backups of all data;
- Troubleshoots problems and works with third party vendors to resolve issues in a timely and cost-efficient manner.

Oversees the risk management activities related to the insurance needs of the Regional District:

- Reviews policies and recommends changes for various insurance coverages, including property, vehicle, and liability;
- Ensures policies are renewed and coverage is kept up to date;
- Implements and maintains a program to ensure adequate coverage by WorkSafe BC for various third-party contractors.

KEY RELATIONSHIPS:

To perform the typical duties of this position successfully, an individual must have contact with certain people that are not in the direct reporting relationship.

Internal:

- Members of the Board;
- Chief Administrative Officer;
- Other Managers and Staff.

External:

- Members of the public and media representatives;
- Local and senior levels of government staff and representatives;
- Auditors and other service providers or contractors.



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DECISION MAKING AUTHORITY:

Decision that are made in carrying out the typical duties of the position without referring to the Manager/Supervisor:

- The overall effectiveness of the Regional District's financial operations;
- Gathers and analyzes data and develops rationale for decisions considering alternatives while assessing their impact and potential problems;
- Examines and interprets a variety of data and information and makes recommendations.

PROBLEM SOLVING RESPONSIBILITY:

- Exercises sound professional judgement and discretion within designated authorities;
- Anticipates problems, opportunities and needs of the organization;
- Organization of priorities to meet deadlines.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

Formal Education and Training:

- Professional accounting designation (CPA); (CPA, CGA); (CPA, CA); (CPA, CMA)
- Diploma in Local Government Management (preferred).

Experience:

- Five years' progressively more responsible experience in a finance role at a management or senior management level;
- Five years' experience in a local government setting (preferred);
- Experience with information systems, especially experience with municipal software such as Vadim;
- Minimum of two years supervisory experience in a unionized setting.

OTHER SKILLS/KNOWLEDGE:

- A sound understanding of the Local Government Act and the Canadian Public Sector Accounting Board (PSAB) Standards;
- Excellent knowledge of the financial and auditing principles and practices; internal control systems and procedures; and municipal budgeting skills;
- Excellent interpersonal and communication (oral and written) skills;
- Above average proficiency in the use of computers and information technology (Microsoft Office, server and database management, and financial information systems such as Vadim software);



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- Must possess political acuity and be able to successfully deal with matters of a sensitive nature;
- Ability to defuse sensitive situations in a tactful and professional manner;
- Highly organized with a strong attention to detail;
- Ability to handle and prioritize work for a deadline driven department.

SUPERVISORY RESPONSIBILITIES:

- Responsible for the direct supervision of 2 FTE's

ADDITIONAL INFORMATION:

- Flexible hours required to manage operations and attend meetings;
- Satisfactory results from an RCMP criminal records check;
- Required to maintain professional accreditation.



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