



The Municipality of Red Lake

2 Fifth Street
Balmertown, ON

Municipal Treasurer

Location: Municipality of Red Lake

Population: Approximately 4,100

Job Summary: The Municipality of Red Lake is seeking a highly qualified and experienced individual to join our team as a Municipal Treasurer. The Treasurer will fulfill the statutory requirements of the Municipal Act and play a critical role in managing the financial affairs of the municipality, ensuring compliance with relevant regulations, and contributing to the overall financial health and sustainability of the community.

Responsibilities:

1. Financial Planning and Budgeting:

- Lead the preparation of annual budgets, financial forecasts, and long-term financial plans, ensuring accuracy, completeness, and compliance with municipal goals and objectives.
- Develop and implement financial planning strategies and initiatives to support the municipality's goals and objectives.
- Monitor and evaluate the financial performance of the municipality, identifying potential risks and opportunities, and providing recommendations to senior management.
- In conjunction with the Director of Operations, lead the municipality's asset management planning.

2. Financial Reporting, Audit and Compliance:

- Prepare and present accurate and timely financial reports for council and other stakeholders.
- Ensure compliance with accounting standards, laws, and regulations.
- Ensure financial records and documentation are maintained in accordance with municipal requirements.
- Coordinate and facilitate external audits.
- Implement internal controls to safeguard municipal assets and mitigate financial risks.

3. Cash Management:

- Oversee the management of the municipality's cash flow and investments.
- Manage and optimize the municipality's investment portfolio and reserve policy, including assessing investment opportunities, diversifying assets, and monitoring performance.
- Implement strategies to maximize investment returns within regulatory guidelines.



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4. Debt Management:

- Develop and implement strategies for prudent debt management.
- Monitor and optimize outstanding debt, analyze debt service costs, and recommend refinancing when appropriate.
- Ensure compliance with debt covenants and reporting requirements.

5. Insurance Management:

- Oversee the risk management function, including identifying, assessing, and mitigating financial risks, and implementing risk management policies and procedures.
- Maintain and review the municipality's insurance policies, ensuring appropriate coverage for assets, liabilities, and operations.
- Explore new insurance solutions and risk transfer mechanisms to enhance risk management strategies and cost-effectiveness.

6. Financial Leadership:

- Stay abreast of changes in financial regulations, legislation, and best practices, and ensure the municipality's compliance.
- Provide strategic financial advice and support to senior management, council, and other stakeholders.
- Collaborate with internal departments and external agencies to gather financial data, analyze trends, and make informed recommendations.

7. Team Leadership:

- Provide leadership, guidance, and mentorship to the Treasury team.
- Foster a positive work environment that promotes teamwork, accountability, and professional development.
- Conduct performance evaluations, identify training needs, and provide opportunities for skill enhancement.



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Qualifications:

1. A bachelor's degree in finance, accounting, or a related field. A professional designation (CPA) would be an asset.
2. Minimum of 5 - 7 years of progressive experience in similar roles, preferably within a municipal or public sector environment.
3. Strong knowledge of financial management principles, practices, and regulations applicable to municipalities.
4. Demonstrated experience in developing and implementing financial strategies and plans, including budgeting, forecasting, and debt management.
5. Proven ability to identify, assess, and mitigate financial risks, and implement risk management frameworks.
6. Excellent analytical, problem-solving, and decision-making skills, with the ability to think strategically and provide sound financial advice.
7. Strong leadership skills with the capacity to motivate and develop employees.
8. Exceptional communication and presentation skills, with the ability to effectively communicate complex financial information to non-financial stakeholders.
9. Proficient in financial software systems and Microsoft Office suite.
10. Knowledge of Ontario municipal finance legislation, policies, and regulations is highly desirable.
11. Previous experience leading an ERP implementation would be an asset.