



MUNICIPALITY OF MIDDLESEX CENTRE
Manager of Finance

Middlesex Centre is a lower-tier municipality located within the geography of Middlesex County and has a population of approximately 17,200 over an area of 587.22 sq. kilometers. It was formed on January 1, 1998 with the amalgamation of the former Townships of Delaware, Lobo, and London. While predominantly a rural municipality, Middlesex Centre enjoys both urban and rural amenities.

Middlesex Centre is seeking a qualified individual to join our Municipality as the Manager of Finance.

Position Summary

As a member of the municipal Corporate Services team, this position is responsible for serving the citizens of Middlesex Centre by administering tax collection, payroll processing and various financial functions and through excellent customer service to the internal and external customer, training and creativity, and representing the municipality as a strong, integrated organization dedicated to providing high quality, viable services. The individual will be responsible for statutory duties required of the Deputy Treasurer under the *Municipal Act, 2001*.

Preferred Qualifications

- University degree or equivalent in business, accounting or related discipline
- A CPA designation is considered an asset;
- Successful completion of the Municipal Tax Administration Certificate Program of the Ontario Municipal Tax and Revenue Association (OMTRA) is considered an asset;
- Minimum of 5-7 years' progressive experience in municipal tax collection, municipal finance or related field;
- Three (3) years' supervisory experience is required;
- Strong knowledge of GAAP, PSAB, Municipal Act, Assessment Act and applicable legislation related to municipal finance, taxation and reporting requirements;
- Strong problem solving and conflict resolution skills;
- Excellent oral and written communication skills with demonstrated interpersonal, leadership, problem-solving and decision making skills.
- An aptitude for managing multiple priorities, the ability to communicate with competing audiences as well as great management skills.
- Class G Driver's license in good standing and reliable vehicle to use on corporate business.
- Demonstrated ability to use computer systems, financial/taxation software and process to perform duties (e.g. accounting software, Microsoft Office Products, online services, etc.).

Please refer to our website for a full job description www.middlesexcentre.on.ca. Salary range for 2018 is \$73,837.50 to \$86,385.00 with a 37.5 hour work week and a comprehensive benefits package is included. Salary range for 2018 is under review.

To apply for this position, please submit a resume outlining qualifications and experience by 4:00pm on Friday February 23, 2018 to:

Tiffany Farrell, CPA, CA
Director of Corporate Services
Municipality of Middlesex Centre
10227 Ilderton Road, RR2 Ilderton, ON N0M 2A0
farrell@middlesexcentre.on.ca

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

As a member of the municipal Corporate Services team, this position is responsible for serving the citizens of Middlesex Centre by administering tax collection, payroll processing and various financial functions and through excellent customer service to the internal and external customer, training and creativity, and representing the municipality as a strong, integrated organization dedicated to providing high quality, viable services.



Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Tax Collector</p> <ul style="list-style-type: none"> Responsible for all aspects of property tax billing to meet the funding requirements based on annual budget as approved by Council. This includes issuing interim, supplementary and final tax billings while ensuring all legislated requirements are met; calculation of municipal tax rates for the general levy; reconciliation and balancing assessment roll. Forecasts and provide financial estimates on tax related items such as assessment growth, supplementary revenue, assessment appeals, rebates and tax write offs. Advice on assessment related matters including assessment at risk and potential revenue losses due to assessment reductions and class changes. Analyze the assessment roll to ensure protection, enhancement, consistency and accuracy of the assessment base and take appropriate action. Utilize analysis tools to capture assessment growth and maximize tax levy opportunities. Oversees and reviews all changes in tax information into computer and roll as required including tax rates, name and address changes, mortgage information and property splits Ensures monthly reminders to those that have tax arrears are sent and works with ratepayers on special payment arrangements. Responsible for the issuance of all tax certificates, and coordinates these with requests for zoning and work orders with appropriate departments Responsible for preparing year-end revenue information and answering questions to aide in the audit. Maintains liaison with banks regarding tax collection and transfer of funds. Develops procedures and programs relating to the taxation and assessment function 	<p>50%</p>

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Prepares application under the appropriate section of the Municipal Act when a ratepayer requests a reduction in taxes, prepares and mails Notice of Hearing and Notices of Decision as well as coordinates with the Assessment Review Board. Where appeals are successful, calculates refund or cancels taxes, adjusting tax roll and tax bills accordingly and billing school boards and County for their portion • Adds utility, municipal drainage maintenance and construction, tile loans and other miscellaneous charges to the roll. • Completes budget preparations of tax information including breakdown of assessment and calculation of tax rate and preparing associated analyses. • Acts as a resource on tax matters for Council, other staff and the public on tax and related matters. • Produces reports, statistics and related information as required • Identify properties subject to tax registration and manage the tax registration process. Prepare and coordinate all required documentation and notification for tax registration in accordance with applicable legislation. Coordinate tax sale by public tender for properties that are not paid in full by the required deadline. • Completes property tax schedules required for completing the annual financial Information Return and other prescribed reporting, as required. • Responds to questions from lawyers, real estate agents, mortgage companies, accountants and the individual ratepayers on the status of taxes and related matters, attempting to solve problems personally and referring sensitive or difficult issues to the Director of Corporate Services or, in his/her absence, to Chief Administrative Officer. • Maintains filing system for tax division, e.g. mortgages, supplementary, write-offs, tiling, business taxes, etc. 	

Description	Approx. Time Spent (%)
<p>Deputy Treasurer</p> <ul style="list-style-type: none"> • Responsible for providing information as requested during the annual audit, including preparation of requested documentation and assist with audit inquiries from various government departments and agencies, under the direction of the Director of Corporate Services. • In his/her absence, perform the duties of the Director of Corporate Services/Treasurer as required by the Municipal Act, 2001. • Responsible for closing the financial system for the year, preparing required statements, reposts and statistics. • Provide various ad-hoc reports as required • Oversee corporate wide accounts receivable and ensure collection of non-tax revenue • Responsible for coordination, development and analysis of municipal fees and charges. Collaborate with all departments to update fees and charges schedules as required. • Exercise delegated authority of the Treasurer for all the rights, powers and obligations of the Treasurer and the Corporation. • Perform various analysis and ensures all reconciliations of sub-ledgers for property tax, accounts receivable and other revenue sources are completed. • Shall provide guidance to the finance team in the coordination, improvement and implementation of internal control policies and procedures to ensure the Corporation's finances are managed effectively and efficiently. • Undertake special projects and performs other duties as assigned in accordance with departmental or corporate objectives. 	20%
<p>Payroll and Benefits</p> <ul style="list-style-type: none"> • Responsible for managing the entire payroll and benefits administration process including the review of OMERS, source deductions, WSIB premiums and employee benefits premiums. • Review and approve journal entries and payroll account reconciliations • In conjunction with the Director of Corporate Services, leads payroll & benefits projects including policy, process and technology changes to increase accuracy & efficiency. • Conduct on-going review of business processes, procedures, and controls ensuring that payroll administration is in compliance with legislation and policies. • Coordinates, completes and monitors employee benefit claims related to STD, LTD, and Life Insurance. • Liaises with external auditors, CRA, the external payroll service provider and others to ensure satisfactory response to queries and completion of various payroll related audits. 	15%

Description	Approx. Time Spent (%)
<p>Supervision and Leadership</p> <ul style="list-style-type: none"> • Provides day to day supervision and leadership to department team, including staff development and training, providing direction and work assignments, performance management/review, coaching and mentoring, and serves as a backup for all supervised positions as required. • Assists other employees with the Municipal Financial Program • Seek process improvement opportunities and suggest changes to the Director of Corporate Services. 	10%
<p>Other Functions and Responsibilities</p> <ul style="list-style-type: none"> • Responds to a high volume of questions from the public in person or over the phone, referring enquiries that cannot be answered to the appropriate personnel. • As a member of the municipal team, will be responsible for serving the citizens of Middlesex Centre by meeting the taxpayers' needs and expectations, striving to be the best through attitude, training and creativity. Representing the municipality as a strong, integrated organization dedicated to high quality, viable services. • Commission of Oath for serving the citizens of the Municipality. • Responsible for records management with respect to finance related records. • Contributes to departmental goals and objectives and recommend new or improved ways to perform the finance function. • As required, provides assistance to other Finance positions and carries out other related duties as assigned. 	5%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Minimum Qualifications (absolutely Cannot do without)

- University degree in Business, Accounting or related field; course study in municipal taxation and assessment; 5 to 7 years' progressive experience in municipal tax collection, municipal finance or a related field.
- Minimum of 3 years supervisory experience.
- Thorough working knowledge of municipal financial legislation and regulations including the Municipal Act, Assessment Act, or contemporary financial and taxation issues facing local government in Ontario and municipal financial operations and administration in general, professional accounting principles and practices and the Public Sector Accounting Board (PSAB) standards.
- Class G Drivers license in good standing and reliable vehicle to use on corporate business.
- Demonstrated ability to use computer systems, financial/taxation software and process to perform duties (e.g. accounting software, Microsoft Office Products, online services, etc).

- Successful completion of the Municipal Tax Administration Certificate Program of the Ontario Municipal Tax and Revenue Association (OMTRA)
- Strong problem solving and conflict resolution skills;
- Excellent oral and written communication skills with demonstrated interpersonal, leadership, problem-solving and decision making skills.
- An aptitude for managing multiple priorities, the ability to communicate with competing audiences as well as great management skills.



Preferred Qualifications (the Ideal Candidate)

- Completed or working to complete the Municipal Administration Program (MAP).
- Working knowledge of Keystone Computer Resources.
- CPA designation



Work Setting (Description of the work environment and nature of people interactions)

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Ratepayers	Frequent	Discussion of bills, payments received and/or rates
Other Staff	Frequent	Discussion of financial matters related to various departments
Legal Firms/Realtors/Appraisers	Frequent	Responding to questions/concerns regarding ratepayer properties
Banking Representatives	Regular	Responding to questions/concerns regarding payments
External Auditor	Occasional	Interaction and support for key financial decisions and initiatives
Council	Rare	Possible attendance at Council meetings

Work Conditions

Normal hours of work are 37.5 hours per week, Monday to Friday; work is performed in an enclosed office with front counter service provided periodically.

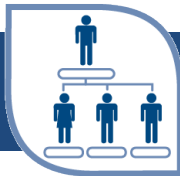
Interactions are generally courteous and collaborative; required to ensure full understanding of information or decisions being exchanged; required to resolve conflict.



Corporate Values

(Operating principles that guide all staff conduct)

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into the place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex Centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.
- **Innovation** – Middlesex Centre must be a community that embraces changes. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



Position Classification

(Where this position fits)

Position Title: Manager of Finance	Reports to (Direct): Director of Corporate Services
Department: Corporate Services	Classification: Non-Union
Position(s) Supervised Directly: Financial Assistant, Receptionist, Corporate Services Assistant	Position(s) Supervised (Indirectly): N/A
Effective Date: February 5, 2018	Revision Date:
Equivalency Code: N/A	Hours per week: 37.5