

## DIRECTOR OF FINANCE/TREASURER

<b>Employment Status:</b>	Permanent, Full-time
<b>Compensation Range:</b>	\$85.76 to \$100.33 per hour / 35 hours per week
<b>Location:</b>	London, ON
<b>Union/Non-Union:</b>	Non-Union

### POSITION OVERVIEW

Reporting to the Chief Administrative Officer, the Director of Finance plays a key leadership role as a member of the Senior Management Team, providing strategic and operational oversight for all functions within the Finance Department. This includes financial planning and reporting, asset management, investments, risk management and insurance, procurement and payroll services. The Director offers expert financial advice, accurate and timely financial reporting and guidance to the CAO, County Council, and the Senior Management Team to support informed decision-making and long-term fiscal sustainability. The role is also responsible for developing and recommending both short- and long-term financial strategies, leading the coordination and presentation of the annual budget, and fulfilling the statutory duties of the Treasurer in accordance with the Municipal Act.

### QUALIFICATIONS

- Bachelor's degree in business, finance, accounting, commerce or a related field.
- Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified General Accountant (CGA) or Certified Management Accountant (CMA) Designation is required.
- 10 years of directly related experience at a senior management level in a large, highly diversified public or private sector organization with significant work experience in the areas of budget, financial reporting, procurement, accounting, and fiscal policy development and implementation.
- In-depth knowledge of relevant legislation and standards, including the Municipal Act, Employment Standards Act, Occupational Health and Safety Act, Development Charges Act, Procurement By-laws, and other applicable financial and administrative legislation and regulations.
- Possess and maintain a valid Class "G" Ontario driver's license and have access to a personal vehicle for work-related purposes.
- Current Criminal Record Check that is satisfactory to Middlesex County.

### WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London, but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

### HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to [hr@middlesex.ca](mailto:hr@middlesex.ca) by 4:30 p.m. on **September 5, 2025**.

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.

### WHAT WE OFFER

- Flexible Work Opportunities
- Employee Recognition Events
- Professional Development
- Flex Time/Banked Time-Off
- OMERS Pension Plan
- Comprehensive Health and Dental Benefits
- Employee and Family Assistance Program

### VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a rewarding career!**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



## MIDDLESEX COUNTY POSITION DESCRIPTION

<b>TITLE:</b>	Director of Finance/Treasurer
<b>DEPARTMENT:</b>	Finance
<b>REPORTS TO:</b>	Chief Administrative Officer
<b>POSITIONS SUPERVISED:</b>	Manager of Finance, Finance Supervisor

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### POSITION SUMMARY

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### PRIMARY DUTIES & RESPONSIBILITIES

#### Financial Management and Reporting

1. Fulfills the statutory responsibilities of the Treasurer in accordance with the Municipal Act and other relevant legislation, ensuring the integrity of financial practices and the effective oversight of financial reporting, banking, investments, reserves, and fund administration.
2. Plans, directs, and monitors the financial affairs of the County in accordance with applicable legislation and the directives of County Council.
3. Leads the development, coordination, and presentation of the annual operating and capital budgets, ensuring alignment with organizational priorities and fiscal sustainability.
4. Supports Department Heads in the preparation of departmental budgets and monitors budget performance across all County departments to ensure fiscal accountability and alignment with approved financial plans.
5. Provides strategic financial advice to County Council, Committees, Boards, and the Senior Management Team to support informed decision-making and sound fiscal management.

6. Oversees the preparation of the County's year-end financial statements and manages the external audit process to ensure accuracy, transparency, and compliance with Public Sector Accounting Standards (PSAS).
7. Oversees the collection of all revenues owed to the County, including intergovernmental claims, accounts from other municipalities, and the administration of the County's Development Charges By-law. Ensures the timely and accurate settlement of corporate financial obligations.
8. Manages the investment of funds held in trust, reserves, or general accounts, ensuring compliance with applicable by-laws and investment policies, and that funds are invested in authorized securities in accordance with governing practices.
9. Attends Council meetings, providing reports and advice on financial and departmental matters.
10. Ensures the accurate collection, recording, and reporting of cash, receipts, billings, and grants in compliance with established financial procedures and internal control.
11. Serves as custodian of all debentures and securities held by the County.
12. Develops and implements municipal tax policy for the Corporation and its local municipalities.
13. Liaises with banks, fiscal agents, credit assessment organizations, as well as senior provincial representatives, area municipalities and treasurers.
14. Manages interim and long-term capital financing strategies, including borrowing, investments, and relationships with financial institutions.
15. Oversees financial planning, reporting, and funding models associated with the Corporation's Asset Management Plan.
16. Ensures compliance with the County's Procurement By-law, oversees procurement strategies, and promotes fair, transparent, and efficient acquisition practices across departments.
17. Leads the modernization of financial systems, including digitization, implementation of enterprise resource planning (ERP) tools, and enhanced reporting dashboards to support data-driven decision-making.
18. Oversees the administration and compliance of the County's payroll systems, ensuring accurate processing of payroll for all County departments and affiliated corporations, and adherence to applicable tax, benefits, and employment regulations.



19. Prepares all required provincial reports, including performance measurement reporting, in accordance with legislative and regulatory requirements.
20. Observes and performs duties prescribed by applicable federal and provincial legislation, regulations and the by-laws, policies, resolutions, and directives of County Council.
21. Actively seeks and assists with Federal and Provincial grant opportunities that would benefit the Corporation. Coordinates research and manages the preparation and submission of external grant and funding applications relevant to departmental responsibilities.

### **Department Leadership and Operations**

22. Provides leadership and direction in the day-to-day management of Finance operations, including strategic planning, resource allocation, and workforce management.
23. Develops, recommends, implements, and oversees departmental policies, procedures, and standards specific to the Finance Department's divisions and service areas.
24. Develops, administers, and monitors the department's annual operating and capital budgets in accordance with approved allocations and financial policies.
25. Ensures the accurate maintenance of records and data in accordance with corporate policies, by-laws, and legislative requirements, supporting effective planning, compliance, and evaluation of departmental operations.
26. Work closely with the Human Resource Department in all matters dealing with personnel issues such as recruitment, training, conflict resolution, teambuilding, mentoring, discipline, and termination.
27. Leads the implementation and maintenance of robust financial and management accounting systems, supported by effective internal controls.
28. Participates in Senior Leadership Team meetings and activities, contributing to the advancement of corporate goals and strategic initiatives.
29. Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities or necessary in meeting departmental and/or corporate objectives.

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification.



Other duties may be assigned.

## **MINIMUM QUALIFICATIONS**

### Education & Experience

- Bachelor's degree in business, finance, accounting, commerce or a related field.
- Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified General Accountant (CGA) or Certified Management Accountant (CMA) Designation is required.
- 10 years of directly related experience at a senior management level in a large, highly diversified public or private sector organization with significant work experience in the areas of budget, financial reporting, procurement, accounting, and fiscal policy development and implementation.

### Knowledge, Skills and Abilities

- Demonstrated expertise in financial planning, budgeting, forecasting, asset management, and public sector accounting (PSAS), with the ability to align financial strategies with organizational priorities.
- In-depth knowledge of relevant legislation and standards, including the *Municipal Act*, *Employment Standards Act*, *Occupational Health and Safety Act*, *Development Charges Act*, *Procurement By-laws*, and other applicable financial and administrative legislation and regulations.
- A proven leader who fosters a culture of collaboration, accountability, and continuous improvement. Skilled in mentoring, coaching, and developing high-performing teams in both unionized and non-unionized environments.
- Strong analytical and critical thinking skills with the ability to assess complex financial and operational issues, manage risk, and develop practical, evidence-based solutions in a fast-paced environment.
- Proven ability to work effectively with diverse internal and external partners, including elected officials, senior leadership, staff, and external partners in public, political, and corporate contexts.
- Excellent written, verbal, and presentation skills with the ability to communicate complex financial and policy matters in a clear, concise, and accessible manner to various audiences, including Council and the public.
- Strong understanding of financial systems and software, with the ability to learn and implement new technologies and digital tools, including those related to



financial reporting, data analysis, and accessible document remediation.

- Ability to work flexible hours, including evenings and weekends, as required.

#### Other

- Possess and maintain a valid Class "G" Ontario driver's license and have access to a personal vehicle for work-related purposes.
- Current Criminal Record Check that is satisfactory to Middlesex County.

#### Working Conditions

- Normal hours of work are 35 hours per week, Monday to Friday, with regular hours between 8:30 a.m. and 4:30 p.m.; however, evening or weekend hours may be required to attend Council meetings, meet deadlines, or address other urgent matters.
- Works in an office environment.
- Occasional driving to other locations within and beyond County boundaries to attend meetings and conferences.