



**Position Description**  
**Director of Finance and Town Treasurer**  
**Town of Sussex**

**Profile and responsibility:**

The Town of Sussex Director of Finance (and Treasurer) is envisioned as a dynamic individual with demonstrated high standards of personal and professional conduct to lead the financial management of the Town of Sussex.

Reporting directly to Sussex Town Council concerning Financial matters and to the Chief Administrative Officer for administrative matters. The Town Treasurer is tasked with providing leadership, coordination and direction for a diverse financial management of the Town operating funds.

The Treasurer is responsible to execute the statutory duties of the position regarding the financial management of the Corporation including the development and recommendation of plans, forecasts, and strategies to address both short and long term strategic and financial objectives of the Municipality; capital and operating budget co-ordination and presentation; implementation of appropriate accounting policies, procedures, and practices; co-ordination of required approvals for long term financing and funds investment; and general / financial management of the Department and its staff.

The main duties and responsibilities of the position are in the areas of statutory responsibilities, financial and strategic advice, budget, policy related, Senior Management Team Member, and departmental administration and management. As a member of the Town's senior management team, the Town Treasurer participates in strategic planning and budget preparation and is responsible for planning and coordinating the delivery of the highest quality fiscal management, financial controls for separation of duties, fiscal education, for the Town of Sussex.

A natural leader, the ideal candidate will demonstrate strong staffing relations with the ability to deliver financial management results. The incumbent will also be expected to work collaboratively and respectively with senior management team of the Town of Sussex.

**Areas of financial responsibility:**

The Town of Sussex maintains six (6) separate funds for accounting purposes which includes a General Operating Fund, a General Capital Fund, a Utility Operating Fund (Water & Sewerage), a Utility Capital Fund (Water & Sewerage), Reserve Funds and Trust Funds.

The Town of Sussex prepares annual operating and capital budgets as well as five year capital plans .The Town Treasurer actively monitors the Town's cash flow and outstanding borrowing position, and if necessary makes applications to the Municipal Borrowing Board for borrowing authority and the Municipal Finance Corporation for the issuance of debentures to maintain financial control of long term debt requirements.

The Treasurer is also responsible to ensure that the Town has adequate insurance coverage and maintains active communications with the Town's insurer related to changes in coverage.

The Treasurer is directly responsible to oversee the Town's banking needs, the general ledger, payroll, accounts payable, purchasing and accounts receivable functions for the Town of Sussex. The payroll system routinely requires the balancing, reporting and remitting of Receiver General of Canada statutory deductions and payments, pension payments, union dues, disability and health deductions.

The Town has a federally registered pension plan for its employees as well as a health and disability plan and the Treasurer plays an active role in administering these plans and is a sitting member of the Town of Sussex's Pension Administration Board.

The annual 2020 budget of the Funds are:

- General Operating Fund: \$7,279,272
- Utility Operating Fund: \$1,708,300
- General Capital Fund: \$ 586,670
- Utility Capital Fund: \$ 191,000
- Reserve Funds: \$3,318,159 (2019 balance)
- Trust Funds: \$ 29,983 (2019 balance)

In addition to these direct responsibilities for the management of the funds, the Town of Sussex has approximately \$39.5 million dollars in assets in the General Fund and \$21 million dollars in the Utility Fund valued at historical cost.

The Treasurer is responsible to prepare managements financial statements which are reviewed and audited by the Town's external auditor as per the requirements and regulations of the Local Governance Act for the Province of New Brunswick.

**Position Requirements:**

- Degree in Business, Accounting, Finance, Public Administration or equivalent, together with an accounting designation (CPA, CA; CPA, CMA; CPA, CGA), and several years senior municipal finance experience, or an equivalent combination.
- The Association of Municipal Administrators of New Brunswick professional certification in local government administration designations considered an asset.
- Thorough working knowledge of financial, purchasing, and accounting principles and practices, investment and debt management, provincial grant processes, applicable legislative / regulatory standards, property taxation, financial information systems and associated evaluative techniques, auditing principles and practices, and local government functions / responsibilities.
- Proven leadership ability, utilizing visionary and strategic thinking to motivate and bring stakeholders together including business, industry, all levels government and community groups.
- Thorough knowledge and understanding of the role of local government and the context in which the Town operates and the roles of Council and staff in this environment.
- Demonstrated sound political sensitivity and judgement. Strong customer service focus.
- Knowledge of project management techniques. Ability to meet critical deadlines.
- Ability to maintain a high degree of professionalism and integrity.
- Ability to demonstrate tact and discretion in handling matters of a confidential nature and maintain confidentiality. Familiarity with the Right to Information and Protection of Privacy Act. Ability to cope with interruptions and exercise good judgement.
- Demonstrated superior oral and written communication skills. Demonstrated ability to communicate strategically and in a manner that builds understanding and commitment.

- Ability to establish and maintain co-operative and constructive relationships with individuals at all levels of the organization and representatives of external agencies, community groups and partnerships.
- Thorough working knowledge of Microsoft Windows and Office applications (e.g., Word, Excel, PowerPoint, Outlook). Working knowledge of TownSuite (ACCPAC) Public Sector Financial Software an asset.
- Ability to work outside of normal business hours, travel within and outside the community as required.
- Valid Class 5 Driver's License and reliable vehicle to use on corporate business.
- Possess Criminal Record & Venerable Sector Check with results satisfactory to the Town and a valid standard first aid with CPR / AED Level "C" certificate (or willing to obtain).

This is a full-time salary position. The Town of Sussex offers an attractive benefits package, a challenging and rewarding work environment, and excellent career development opportunities.