



## JOB DESCRIPTION

**JOB TITLE:** CITY TREASURER – MANAGER OF TREASURY

**REFERENCE NO:** 100478

**DIVISION:** CORPORATE SERVICES

**DEPARTMENT:** FINANCE

**APPROVAL DATES:** BY:  DATE: April 10 / 21  
MANAGING DIRECTOR OF CORPORATE SERVICES

BY:  DATE: April 6, 2021  
CHIEF HUMAN RESOURCES OFFICER

### GENERAL DESCRIPTION:

This is a management position that provides overall leadership and strategic oversight and direction to the City's treasury function including corporate liquidity, portfolio investments, insurance program and risk management related to the City's financial activities. Key responsibilities include leading and facilitating the team responsible for the treasury services functions. This position plays a key role in providing an overall strategic plan for the City's future capital investments, financial reserves, dividends, financial planning as well as analyzing the City's enterprise risk.

### ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Director of Finance.
- Maintains a close liaison with the City Manager, Managing Director of Corporate Services, other Finance staff as well as other appropriate City departments.
- Provides leadership and supervision to the Treasury Team.
- Maintains liaison with other government bodies, regulators, partners, financial institutions and consulting firms to maintain knowledge of current industry and government activities.

### PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Leads and oversees all capital investments, enterprise risk management, treasury strategies, insurance program and related claims management, in conjunction with senior leaders and other relevant stakeholders aimed at supporting the City's strategic investment and value maximization goals.
- Oversees the following principle treasury accountabilities:
  - Forecasts cash flow positions, related borrowing needs, and funds available for investment.
  - Ensures that sufficient funds are available to meet ongoing operational and capital investment requirements.
  - Uses hedging to mitigate financial risks related to commodities, interest rates on borrowings, as well as on its foreign exchange positions,
  - Arranges for debt financing.
  - Enterprise risk management: identification, measurement and development of recommendations to mitigate risks to an acceptable level.
  - Optimal capital investment funding through working capital, debt, grants, financial reserves,
  - Monitors the activities of third parties handling outsourced treasury functions on behalf of the City.
  - Advises management on the liquidity aspects of its short- and long-range planning.
  - Leads the development and preparation of long-term financial projections including sensitivity and scenario analysis.
  - Invest funds.
  - Oversees the extension of credit to customers and third parties.
  - Performs critical analysis and recommendations of all current and future strategic

investments contemplated by the City to maximize value for the City's 30 year plan and capital structure requirements with consideration for efficient and effective use of working capital, debt, grants and financial reserves to meet objectives, as well as alignment with the Municipal Government Act (MGA).

- Provides analysis directed toward policy development (i.e. dividend and financial reserve management; portfolio investment management; debt management, funding strategies, etc.).
- Ensures adherence and appropriate systems of communication are followed with approval authorities, consultants, management teams, investment groups, financial institutions, the general public and media. Acts as project manager on financial initiatives that require the participation and buy-in of cross functional members and/or departments (i.e. value for money audits, capital planning strategy, hedging strategy etc.).
- Ensures business continuity of the department including succession planning, recruitment, development and ongoing health and safety of treasury staff.
- Provides periodic reporting and presents information and materials to a variety of audiences such as Management, Executive Leadership, Council and Advisory Group incorporating necessary metrics to measure progress against strategic objectives.
- Develops and brings forward business cases that will enhance existing solutions, or aid in the asset optimization and profitability/cost containment of business units.
- Strong business and political acumen with demonstrated financial, budgetary and strategic business planning skills.
- Performs benchmarking studies to compare strengths and weakness against peers. This role will be responsible for the City's contribution and analysis to support the initiative amongst peer municipalities to develop a provincial benchmarking toolkit.
- Other related duties, as assigned.

#### **REQUIRED COMPETENCIES:**

- Proven ability to engage, lead and achieve success through high performing teams in an ever evolving culture and landscape.
- Proven innovative, creative, visionary, critical thinker, with strong business acumen.
- Advanced working knowledge of treasury, risk management and financial planning.
- Advanced analytical and problem solving skills with the ability to support effective identification of business problems and risks, assess proposed solutions and understand the needs of stakeholders.
- Demonstrated ability to support the development of effective working relationships with stakeholders and includes qualities such as ethics, integrity and trustworthiness.
- Ability to elicit and communicate requirements among stakeholders, including the ability to deliver information through well-organized presentations. Ability to work with a team, facilitate effective team interaction and help reach decisions.
- Ability to draw on and coordinate resources from various departments or groups, including external consultants, maintaining full accountability for final deliverables including budget and timeline.
- Advanced leadership skills to help build a strong team that engages and draws upon the strengths of work group members in the delivery of excellent, customer-focused programs and services.
- Proven ability to manage multiple work group priorities, initiate action, ensure appropriate follow up and constructively resolve issues.
- Advance knowledge and ability to utilize standard business software as a tool for communication, analysis and documentation.
- Advanced organizational skills with the ability to manage multiple priorities while maintaining necessary attention to detail.
- Proven interpersonal skills and ability to model behaviours associated with a constructive culture with a commitment to health, wellness and safety.

#### **REQUIRED QUALIFICATIONS:**

- Successful completion of a bachelor's degree in commerce, finance, economics or a related field from a recognized post-secondary institution. Seven (7) years' of related senior experience in fundamental financial planning, leadership and guidance in a large complex organization, including four (4) years supervisory, preferably in a municipal government setting.
- Must possess a professional financial designation (CFA, CPA) or comparable.
- A management approved combination of education and experience may be considered.