



## JOB DESCRIPTION

**JOB TITLE:** SPECIALIST – TREASURY AND RISK MANAGEMENT

**REFERENCE NO:** 100210

**DIVISION:** CORPORATE SERVICES

**DEPARTMENT:** FINANCE

**APPROVAL DATES:** BY:  \_\_\_\_\_ **DATE:** May 10, 2021  
MANAGING DIRECTOR OF CORPORATE SERVICES

BY:  \_\_\_\_\_ **DATE:** May 6, 2021  
CHIEF HUMAN RESOURCES OFFICER

### GENERAL DESCRIPTION:

This position is responsible for monitoring, evaluating, recommending and providing specialized support towards the City's treasury, risk management and financial planning functions including cash management, portfolio investments, debt management, funding and financial reserve management, interest rate risk, insurance program, hedging program, and risk management related to the City's financial activities.

### ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the City Treasurer/ Manager of Treasury.
- Maintains a close liaison with the Finance staff as well as other appropriate City departments.
- 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:

- In conjunction with the City Treasurer/Manager of Treasury, assesses, monitors, plans and supports the efficient utilization of cash, investments and financial services in a manner consistent with the objectives of the Corporation.
- Develops and brings forward business cases that will enhance existing solutions, or aid in the asset optimization and profitability/cost containment of business units.
- Enterprise risk management: identifies, measures and develops recommendations to mitigate risks to an acceptable level. Ensures adequate, appropriate, cost effective and optimal corporate insurance coverage and claims management processes are in place.
- Assist and/or 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 strategy, hedging strategy etc.).
- Develops long-term financial projections including sensitivity and scenario analysis to assist with corporate planning and strategic decisions.
- Assists with financial analysis on capital investment decisions.
- Provides analysis and recommendations on capital structure requirements with consideration for efficient and effective use of working capital, debt and reserves to meet objectives.
- Assists with business process re-designs and continuous improvement.
- 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.
- Assists, coordinates, and/or leads analysis directed toward policy development (i.e. cost of service studies, rate design, municipal fees and charges, offsite levies, etc.).
- Completes specialized analysis and reporting as required.

- Other related duties, as assigned.

**REQUIRED COMPETENCIES:**

- Strong business acumen related to treasury, risk management and financial planning.
- Proven analytical and problem solving skills with the ability to support effective identification of business problems, 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 and trustworthiness.
- Ability to elicit and communicate requirements among stakeholders, including the ability to deliver information through well-organized presentations (i.e. decision items, briefing notes, business cases etc.).
- 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.
- Proven ability to deliver excellent, customer-focused programs and services.
- Strong knowledge and ability to utilize standard business software as a tool for communication, analysis and documentation.
- Proven 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.
- Five (5) years of directly related experience 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.

# 100210 Specialist - Treasury Risk Management

Final Audit Report

2021-05-10

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