



Position Title: Treasurer / Human Resources Manager (HR)

Reports to: Chief Administrative Officer (CAO)

Position Supervised: Tax & Water Collector, Accounting Clerk/Payroll Administrator and Administrative Assistant

HR Review: October 2026

Position Purpose

Reporting directly to the Chief Administrative Officer, the Treasurer / HR Manager is a senior leadership position responsible for fulfilling the statutory duties of the municipal Treasurer under the *Municipal Act, 2001* and related legislation. The role provides strategic financial leadership, advice and oversight to the CAO, Senior Management Team and Council, while ensuring the Town's financial operations, reporting, budgeting, taxation, purchasing, risk management, asset management and internal controls are delivered effectively and in accordance with legislation, Council direction and approved policies.

The position also administers human resources functions, including employee Health benefits, OMERS administration, short and long-term disability claims, annual vacation and sick leave allocations. Supports the CAO in implementing HR policies and procedures. The incumbent is expected to exercise sound judgment, confidentiality, professionalism and leadership in supporting a workplace culture based on trust, transparency and service excellence.

Key Responsibilities

Financial Leadership and Statutory Duties

- Perform the statutory duties of the municipal Treasurer, including managing the financial affairs of the Town in accordance with the Municipal Act, 2001, applicable legislation, Council direction and approved policies.
- Receive, safeguard, deposit and account for municipal funds, and ensure accurate records are maintained for all revenues, expenditures, assets, liabilities, reserves, trust funds, investments and debt.
- Provide timely, accurate and strategic financial advice to Council, the CAO, Senior Management Team and staff.
- Develop, recommend and administer financial policies, procedures, systems and internal controls to protect the Town's fiscal interests and support long-term financial sustainability.
- Attend Council meetings and prepare financial reports, recommendations and presentations.

Budgeting, Reporting and Compliance

- Coordinate, present and oversee preparation of the annual operating and capital budgets in consultation with the CAO and senior management for Council presentation.
- Monitor year to date results against approved budgets, identify variances and recommend corrective action where required.
- Oversee preparation of annual financial statements, interim and year end audits, the Financial Information Return and required provincial, federal and grant reporting.
- Prepare financial projections, reserve and debt strategies, borrowing by-laws, tax billing by-laws and other finance-related by-laws for Council approval.
- Ensure by-law to procure goods and services is objective, fair and transparent while ensuring the best value is achieved in purchasing processes.
- Ensure compliance with applicable legislation, accounting standards, reporting requirements and municipal policies.

Taxation, Revenue and Financial Operations

- Oversee core financial operations, including taxation, utility billing, accounts payable, accounts receivable, payroll, benefits processing, deposits, banking, cash handling and reconciliations.
- Manage municipal taxation functions, including tax rate calculations, billing, collections, arrears, tax registrations, write-offs, adjustments, supplementary billing and ratepayer inquiries.
- Consult with Town counsel on tax collection and property sales.
- Oversee water and wastewater billing functions, including rates and rate studies, arrears, adjustments, collections and related inquiries.
- Ensure water and wastewater rate studies remain current and in line with asset management.
- Ensure all money owed to the Town is collected promptly and accurately recorded.
- Process applications for tax relief.
- Authorize cash disbursements, including cheques and electronic funds transfers, in accordance with signing authority and internal controls.
- Complete government grant applications for municipal operations and capital projects.

Asset Management, Investments, Insurance and Risk

- Develop financial strategies to support the Town's Asset Management Plan and oversee maintenance of the tangible capital asset database.
- Manage municipal investments, reserves, trust funds and long-term debt in accordance with legislation and Council direction.
- Coordinate development charge studies, water and wastewater rate studies, fees and charges updates and related financial analysis and appropriate by-laws.
- Oversee municipal liability insurance coverage and ensure Town property and assets are appropriately insured.

- Safeguard municipal financial data and support reliable financial software systems, data security and system backups.

Leadership, Communication and Administration

- Provide leadership, direction, coaching and support to finance and administrative staff, including work planning, priority setting, performance monitoring and training.
- Contribute as a member of the Senior Management Team for strategic planning, operational planning, corporate initiatives, policy development and grant applications.
- Build effective relationships with Council, staff, residents, auditors, legal counsel, government agencies, external organizations and other municipalities.
- Support clear, consistent internal and external communications related to financial matters and departmental operations.
- Maintain a positive, healthy and safe work environment in accordance with applicable legislation and Town policies.

Human Resources Responsibilities

- Administer employee health benefits, including new enrolments, coverage updates and periodic plan reviews.
- Administer OMERS enrolments, retirements, terminations and leave-related updates.
- Track and communicate annual employee vacation and sick leave allocations and accruals.
- Ensure payroll, vacation/sick allotment software is implemented for all departments with appropriate policy development.
- Ensure payroll software aligns with asset management objectives of the Town.
- Assist the CAO with implementation of HR policies, procedures and related administrative processes including onboarding protocols for new enrolments.
- Maintain confidentiality when handling employee, financial, residential and other sensitive municipal matters.

Qualifications

Education and Certifications

- University degree in Accounting, Business Administration or a related discipline, or an equivalent combination of education and experience.
- Chartered Professional Accountant or equivalent designation in good standing with CPA Ontario.
- Completion of, or willingness to complete, relevant municipal finance and administration training such as OMTRA, AMCTO and MFAO courses.

Experience

- Eight to twelve years of progressively responsible experience in accounting, finance or a related field.

- Five to seven years of municipal finance experience, including budgeting, taxation, reporting, reserves, debt, investments and financial policy.
- Five to seven years of supervisory or management experience.
- Experience working with Council, senior management, auditors, government agencies, residents and external partners.

Knowledge, Skills and Abilities

- Strong knowledge of municipal finance, taxation, budgeting, fund accounting, asset management, financial reporting and internal controls.
- Working knowledge of the Municipal Act, Assessment Act, Development Charges Act, Occupational Health and Safety Act and other legislation affecting municipal financial operations.
- Excellent analytical, research, problem-solving, negotiation, project management and conflict-resolution skills.
- Strong written, verbal and presentation skills, with the ability to communicate clearly with Council, staff and the public.
- Advanced computer skills, including Microsoft Office, financial systems, payroll, vacation/sick leave allotment and benefit systems, spreadsheets and related software.
- Demonstrated professionalism, tact, diplomacy, confidentiality, emotional intelligence and commitment to public service.
- Ability to lead staff, manage priorities, support change and contribute to a positive, service-oriented team environment.

Compensation

The Treasurer position on Town's Salary Grid, based on a 35-hour workweek, is Grade 13, \$133,081 - \$155,686 (2026 Salary Grid).

Application Instructions

Qualified applications are invited to submit their cover letter and resume by email to <mailto:mike.dunmore@townofmono.com> no later than 4:30 PM on November 3, 2026.

The Town of Mono provides an inclusive work atmosphere that promotes a positive work-life balance, embraces diversity, and creates an equitable workplace. The Town of Mono is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We thank all applicants for their interest and only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Statement of A.I. Use

The Town of Mono's hiring team screens, assesses, and selects applicants without the use of artificial intelligence (A.I.) or other automated decision-making tools.