

Director of Corporate Services/ Chief Financial Officer



Position Profile

November 2024

Township of Southgate Overview

The Township of Southgate is a local municipality in the southern region of Grey County, characterized as a rural township that includes the small villages of Dundalk and Holstein, along with several rural hamlets. The Township was formed in 2000 through the amalgamation of the Village of Dundalk and the Townships of Egremont and Proton. Covering an area of 644 hectares, the Township has a population of over 10,000 residents. The name "Southgate" reflects its position as the southern gateway into Grey County.

The township has experienced significant growth within the settlement area of Dundalk resulting from residential development, and industry. The population increase from 2016-2020 grew by 18.5%, mostly in the Dundalk urban centre, an unprecedented increase from the preceding census years at 2.3% and 1.7%. The township continues to experience significant residential growth, and as a small rural municipality supporting three ministry zoning orders that will produce thousands of new homes, we are doing our part to increase the much-needed supply of housing in the province.

With this exponential growth comes challenges associated with infrastructure improvements, including upgraded parks, recreational facilities, and transportation networks. In 2023, the township adopted its Community Strategic Plan, and in the following year, its first Water/Wastewater Servicing Strategy – roadmaps to manage this growth.

Position Summary

Scope of Position

Under the direction of the CAO, you will provide leadership and oversight to Finance and Clerks Departments, as well as IT infrastructure and corporate projects that support the township's strategic planning priorities. You will use your experiences, insights, strategic mindset and collaborative approach to build relationships and define future vision, plans, goals and objectives of the Departments. You will bring progressive strategies and operational leadership to a diverse team by setting high performance standards and will support your team in meeting them. As the CFO you will be responsible with your team for the short, medium and long-range financial planning, the fiscal sustainability of the township's programs, and optimizing investments to improve value and service to the taxpayer. Through your leadership, you will continue the development of a growing and responsive service culture that supports community growth and quality of life. Your exceptional leadership skills, business acumen, strategic planning, negotiating and communication skills contribute to your dynamic leadership capabilities. Your judgment and political acuity are exceptional, and you have a track record of getting things done. You will enable the delivery of excellent public service to the community by providing our partners and customers with quality advice and support. Through innovation and a continuous improvement mindset, the Director will prioritize and oversee initiatives to advance service modernization while balancing department and organization-wide

needs. You will manage and develop relationships with stakeholders and represent the position of Director of Corporate Services and CFO on organizational and operational issues to the public, the media, and other key stakeholders.

Key Responsibilities

- Responsibilities will include, but are not limited to, overseeing the infrastructure of technical operations, leading a team of Clerk and Finance professionals, tracking technology and implementing process improvements in order to achieve business goals, eliminating security risks and duplication of effort, increasing internal and external stakeholder user satisfaction and maintaining operations and systems.
- This position will also oversee, with a process efficiency lens, the development, refinement, and execution of a strategic financial sustainability plan – which includes but is not limited to the annual budget process, investments, grant funding, financial analysis, payroll, billing and tax administration. The procurement oversight and function is also within the Directors purview and responsibility, as is Information Technology and risk management.
- This position acts as Treasurer under the Municipal Act and other applicable legislation, as needed, and ensures legislative compliance.
- As a leader, the Director has a demonstrated record of effective leadership and guidance, customer focus, innovation and creativity, team advocacy, staff delegation, staff capacity building and achievement of results; and possesses a high level of personal integrity and consistently demonstrates positive, constructive communication skills.

The Ideal Candidate

The ideal candidate for this position will have completed post-secondary education in a relevant field (preferably finance) or some other acceptable combination of education and management experience. Five (5) years of progressive experience as a senior municipal finance and administration professional and/or five (5) years of some Ontario Municipal experience or equivalent private sector combination of demonstrable expertise in municipal financial management. A professional accounting designation is preferred, along with the completion of the AMCTO Municipal Finance & Accounting (MAFP) program. The ideal candidate will possess great leadership and communication skills, have an entrepreneurial attitude, strong conflict resolution as well as customer service skills, be a creative and critical thinker and exhibit professionalism in all dealings with Council, staff and the public.

Other Key Skills and Attributes:

- Comprehensive knowledge of the Municipal Act together with all related legislation and regulations;
- Project Management and Process Improvement skills;
- Proven leadership and mentoring abilities; team building and staff management skills following an individualistic approach;
- Demonstrated ability to prepare and analyze comprehensive reports and legislation;

- Extensive knowledge in dealing with accounting systems, budgets, internal controls, business planning and asset management;
- Strong working knowledge of legislation, regulations, policies, and procedures that impact municipal financial operations, including, but not limited to, a working knowledge of Ontario FIR reporting and the Ontario Municipal Act.
- Thorough knowledge of procurement practices, legislation and processes;
- Experience and knowledge concerning IT infrastructure, network administration and system security
- Excellent communication skills both written and oral;
- Effective attention to detail and a high degree of accuracy;
- Sound analytical thinking, planning, prioritization and execution skills;
- High level of integrity, confidentiality and accountability;
- High degree of resourcefulness, flexibility and adaptability;
- Strong work ethic and positive team attitude;
- Ability to build and maintain lasting relationships with internal and external stakeholders including Council, other departments, key business partners and government agencies;
- Well-defined sense of diplomacy, including solid negotiation and conflict resolution.

Job Description

The full job description is located on the [Southgate website](#).

Timeline

With the provided information, if you wish to be considered for the position, please forward a cover letter and your resume by email to Kayla Best, HR Manager at employment@southgate.ca by **December 5th at 2:00pm**.

** Selected candidates will be contacted by December 6th with interviews taking place between December 9-13th. It is anticipated the official start date would be in January 2025.