



Briefing Document

Chief Financial Officer / Treasurer



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Contact Information:

2585 King Road, King City, ON L7B 1A1
t: 905-833-5321
e: hr@king.ca
www.king.ca



TOWNSHIP OF KING

The Township of King prides itself on its natural heritage and scenic beauty, its agricultural lands, its rich local and rural history and its rural traditions of farming, mills and a vibrant quality of life. King is located just 40 km north of downtown Toronto, and covers an area of 339 square kilometers. The Township boasts some of Ontario's most beautiful and rolling country sides and natural areas. Over 98% of King Township is within Ontario's Greenbelt, of which 65% is contained within the Oak Ridges Moraine. King Township is one of nine local municipalities that make up the Regional Municipality of York. It encompasses the villages and hamlets of Ansnorveldt, Kettleby, King City, Laskay, Lloydtown, Nobleton, Pottageville, Schomberg and Snowball. Only a 30 minute drive from Toronto, King Township is easily accessible by Highways 9, 27, and 400 as well as by GO Train and York Region Transit.

The Township has experienced rapid growth in recent years with a current population of 29,800 people, projected to grow to 51,000 people and 17,700 jobs by 2031. An important asset of King Township is its strong rural economy, equestrian and agricultural sectors, which benefit from Holland Marsh's deep fertile soils and rich growing season. About 60% of the Holland Marsh, also known as 'Ontario's Vegetable Basket' is located in King.

The Township's major infrastructure and services include roads and bridges, water distribution and wastewater collection, waste management, recreation facilities, parks, and fire & emergency services. It also includes a collection of administration facilities and fleet for fire, operations, and other service departments. To learn more about the Township please click [here](#).

LOCATION

Greater Toronto Area



CORPORATE VISION, MISSION AND VALUES

VISION

Making life better in King.



MISSION

Enrich the lives of all those who live, work and visit King Township by providing quality services and experiences.



VALUES

Collaborative

- Foster diversity and inclusion
- Ready to support and assist colleagues
- Partner to achieve success

Committed

- Go the extra mile
- Work with the citizen in mind
- Deliver high-quality work every time
- Aligned to strategic priorities

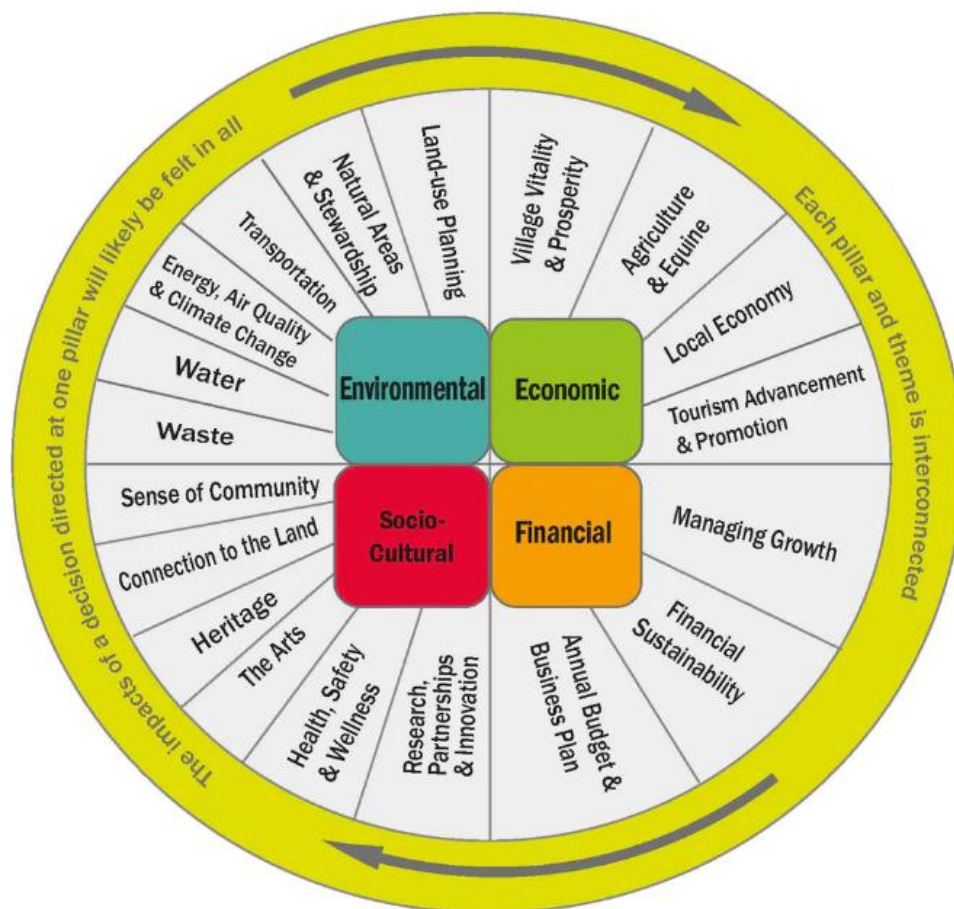
Creative

- Always look for ways to improve and streamline
- Be resourceful with our assets
- Discover ways to implement a sustainable future



Integrated Community Sustainability Plan (ICSP)

The Township of King's integrated Sustainability Plan is a long term planning framework that demonstrates the municipality's commitment to making smarter decisions about how King uses resources, designs communities and manages finances. The plan is a resource that defines Council's vision for the long term future of King. The plan provides an overall direction for decision making within the community guidance to the municipality in aligning future plans, programs and/or policies and is a resource for anyone in the Township who wishes to become more sustainable. The plan promotes community vitality and prosperity while respecting, preserving and restoring the natural environment. The imagery provided below shows the ICSP Themes (Environmental, Economic, Socio-Cultural and Financial) and pillars of focus within each theme.



Township of King: Our King Official Plan

The Official Plan for the Township of King establishes a comprehensive set of policies to guide growth and development, land use change, ensure environmental conservation and promote restoration and enhancement, advance economic development activities, promote heritage conservation, and guide infrastructure.

The intent of this Official Plan, known as “Our King”, is to maintain a high quality of life in King Township and help ensure that the Township is recognized for its diverse communities while being united as a single Township that share the values of sustainable, balanced growth. The Plan addresses the Township’s long term planning requirements to the year 2051 and brings the Township into conformity with recent Provincial and upper-tier land use policy direction.

Overall, the Plan establishes a comprehensive, long-term vision for the future of the Township as a whole and a detailed policy framework to guide growth and development in the three Villages, the Hamlets and the rural area. The images outline the major policy areas included in the Official Plan.

For more information on the Official Plan, click [here](#).



Community of Communities



Sustainable Neighbourhoods



Pristine Environment



Thriving Villages



Vibrant Countryside



Flourishing Economy



Infrastructure and Networks

Our King: 2051 Official Plan Review

The Township of King has initiated its Official Plan Review (OPR). The Official Plan Review will develop a roadmap to guide growth in King to the year 2051. For more information on the Official Plan Review, please visit the [SpeaKING Project Page](#).

Corporate Planning Framework

2023 – 2026 Corporate Strategic Plan

Long - Medium Term

Official Plan, Master Plans and Strategies



Term of Council

Corporate Strategic Plan & Multi-Year Budget



Annual

Departmental Business Plans and S.M.A.R.T Goals



Daily

Staff and Employee Plans

The Corporate Strategic Plan is created based on Council's identified priorities for the existing term, which reflect the changing needs of their constituents. This plan was developed in alignment with King's governance framework that incorporates the Township's Vision, Mission and Values.

The Corporate Strategic Plan sets the context for guiding the Township's long term goals within a medium term period as part of the Township's planning hierarchy. It will clearly define obligations and commitments of the Township of King to its citizens and the public.

For more information on the Township's Corporate Strategic Plan, click [here](#).

TOWNSHIP PRIORITIES



**A GREENER
FUTURE**



**SUSTAINABLE
ASSET
MANAGEMENT**

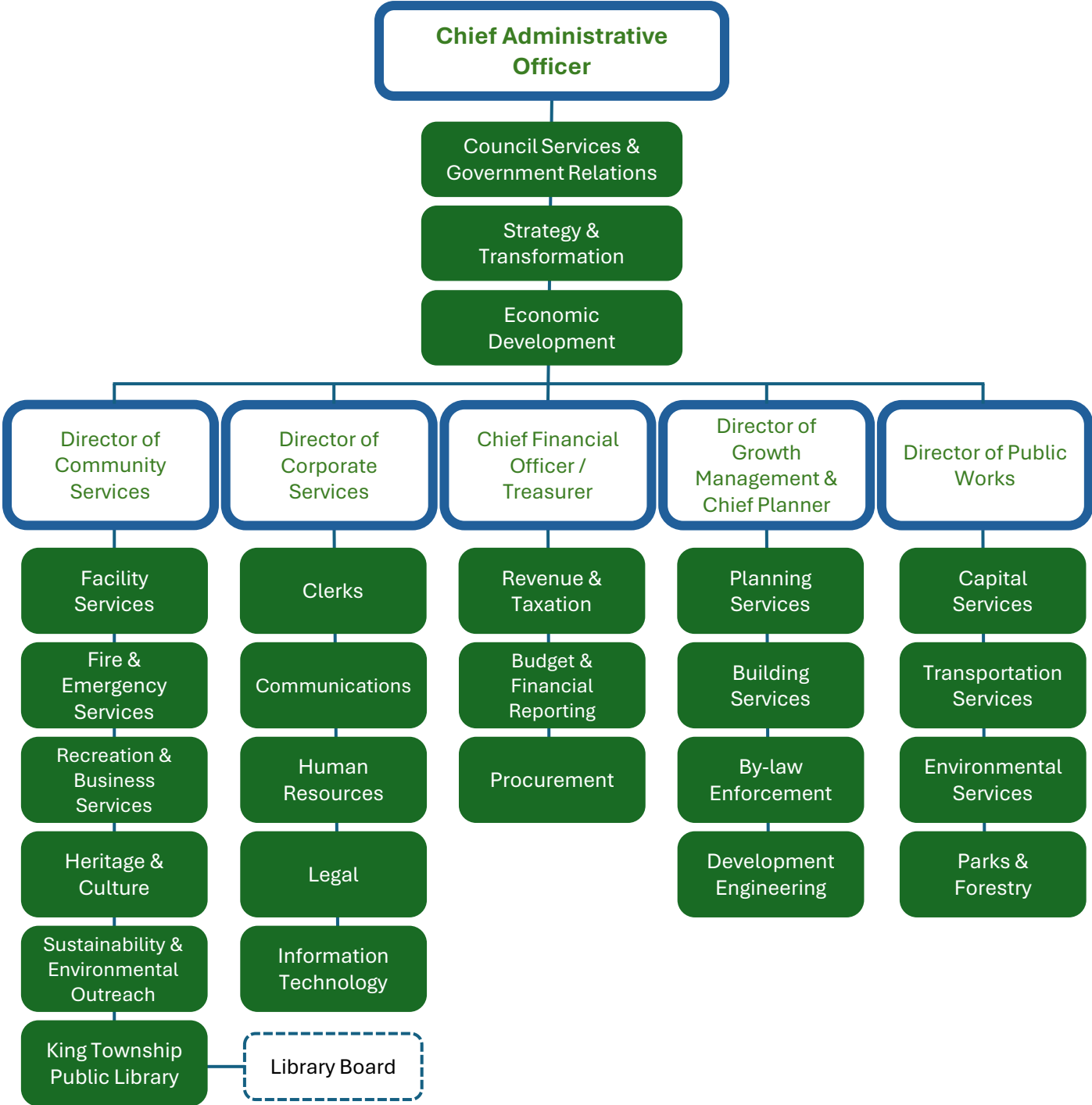


**COMPLETE
COMMUNITIES**



**SERVICE
EXCELLENCE**

The Corporation of the Township of King
Population: 29,800



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Chief Financial Officer / Treasurer

CLASSIFICATION: Non-Union, Full-Time

DEPARTMENT: Finance

SALARY LEVEL: \$171,808.00 - \$208,990.60 (2025 Rate)
(Under Review)

LOCATION: Municipal Centre, 2585 King Road, King City

JOB PROFILE:

Function:

Reporting to the Chief Administrative Officer, Chief Financial Officer / Treasurer is a visionary leader responsible for shaping and executing the Township's financial strategy. This dynamic role oversees the corporate functions of Finance, Tax, Purchasing, Insurance/Risk, and is responsible for carrying out the statutory duties of Treasurer as set out in the *Municipal Act*.

With a focus on innovation, accountability, and strategic oversight, this position leads key financial functions including annual budgets, external audits, financial analysis, corporate asset management, capital planning and revenue collection. The Chief Financial Officer / Treasurer is central to developing and maintaining robust financial policies, covering cash management, reserves and reserve funds, and investment strategies, ensuring compliance with legislation and alignment with Council priorities.

As a key member of the Senior Leadership Team, the Chief Financial Officer / Treasurer drives data-informed decision-making, fosters inter-departmental collaboration, and champions operational excellence to support the Township's mission, vision, values, and long-term sustainability.

Reports to:

- Chief Administrative Officer

Supervision Responsibilities:

- Manager of Budgets and Financial Reporting / Deputy Treasurer
- Manager of Revenue / Deputy Treasurer
- Manager of Risk & Procurement

Duties and Responsibilities:

Strategic Financial Leadership:

- Provides strategic leadership in the development and implementation of short and long-term financial plans aligned with the Township's goals.
- Leads the formulation of corporate financial strategies, policies and directions to support business objectives.
- Aligns the Township's financial operations with King's strategic plan and future outlook, incorporating key performance indicators, data-driven decision-making, and service-based budgeting.
- Advises Council and senior management on strategic financial matters including asset management, investment strategy, and legislative changes.
- Develops and implements strategic financial management practices, including budgeting, forecasting, and cash flow management to support short and long-term municipal goals.
- Initiates improvement projects that promote fiscal responsibility and financial sustainability
- Fosters a culture that reflects the Township's values and supports the Township's mission and vision.

Financial Operations & Oversight:

- Responsible for the administration of the Finance Division and its preparation and control of the Township's budget.
- Provides guidance and approval for the drafting and recommendation of financial policies and procedures pertaining to development charges, user fees, reserve funds, debt management, procurement, cash flow and investments, financial statements, long range financial planning, lease agreements and any other activity executed by the Finance Division requiring senior approval or advice.
- Reviews and approves documents or actions requiring Senior Management recommendations or approval for the Purchasing and Tax Divisions.
- Oversees the applications for grants and subsidies from other levels of government.
- Directs and manages the activities of Finance staff to ensure compliance with related legislation, regulations, directives, policies and procedures, effective utilization of Department resources and ensures that the operation of the Department complies with and supports the goals set out by the Township.

Asset Management Integration:

- Provides strategic financial leadership to support the municipality's Asset Management Program, ensuring alignment with the Council approved asset management plan and compliance with Ontario Regulation 588/17.
- Collaborates with senior leadership and department heads to ensure asset management principles are reflected in financial frameworks, capital planning, and budget development.

- Develops and implements long-term funding strategies that support Council approved asset management plan.
- Monitors and reports on the financial health of asset-related reserves, providing data-driven insights to the Asset Management team, Council and the public.
- Utilizes Citywide asset management software to support financial analysis, capital forecasting, and reserve fund planning.

Technology & Data-Driven Decision Making:

- Oversees financial systems and data analytics to enhance decision-making and improve financial performance.
- Utilizes data analytics and reporting tools, including the Township's Enterprise Resource Planning (ERP) system and other data sources, to provide actionable insights, drive decision-making, and ensure compliance.
- Manages and integrates financial data within the Township's ERP system for reporting, forecasting, and strategic analysis.
- Leverages financial expertise and ERP integration to identify opportunities for cost control and improved operational effectiveness.

Collaboration & Communication:

- Collaborates with departments to develop multi-year financial forecasts and capital planning initiatives, and to ensure financial systems support overall business objectives.
- Represents the Township on financial related matters by communicating with members of the media and the community as well as with other municipalities or levels of government.
- Responsible for presenting reports and information/recommendations pertaining to the operation of the Finance Department while offering advice on the state of the Township's finances and the actions required to meet financial obligations or objectives at Senior Management, Committee and Council meetings.
- Responds to inquiries about the Township's finances from the general public, internal departments, other levels of government, taxpayers, auditors, businesses, legal representatives, elected officials and others.

Leadership & Human Resources Management:

- Leads the Finance Department's human resources functions, including assessing staffing needs, recommending organizational structure changes, participating in recruitment processes, and making effective hiring decisions.
- Oversees staff development, performance management, coaching and mentoring, health and safety compliance, collective agreement administration, and provides recommendations on discipline and termination.
- Complies with, oversees and monitors compliance with all health and safety practices as it relates to the Department in accordance with standard operating guidelines and the *Occupational Health & Safety Act*.

Education/Experience:

- Post-secondary degree from an accredited university or equivalent in Finance, Accounting or a related discipline.
- Accounting designation (CA,CGA,CMA).
- Ten (10) years financial experience with at least five (5) years in a municipal or other government organization.
- Minimum of five (5) years in a supervisory / management position.
- Able to demonstrate thorough knowledge of legislative requirements pertaining to Ontario municipalities.
- Advanced skills in Microsoft Office and financial information systems.
- Experience with activities relating to the areas of information technology, purchasing, human resources management and property taxes.
- Experience in ERP system implementation is an asset.
- Superior leadership skills combined with a strong sense of integrity, sensitivity to confidential information and a problem solving approach.
- Excellent interpersonal, communication, negotiation and dispute resolution skills.
- Strong public relations skills.
- Strong report writing, policy development and public presentation skills.
- Ability to successfully manage and simultaneously oversee multiple projects.
- Experience in ERP system implementation is an asset.

Conditions of Employment:

- Work involves mental and visual concentration with frequent interruptions.
- Work is predominantly performed in an office setting.
- Must be legally authorized to work in Canada.