

# THE CORPORATION OF NORTH ALGONA WILBERFORCE TOWNSHIP

## JOB DESCRIPTION

**Job Title:** Deputy Treasurer

**Reports to:** CAO-Clerk-Treasurer

### **Position Summary:**

The Deputy Treasurer is responsible for the management and oversight of several financial functions of the Municipality, including but not limited to, Accounts Payable, Payroll and Taxation. Additionally, the Deputy-Treasurer executes the statutory duties of the Municipal Treasurer role and Tax Collector as defined in the Municipal Act and other legislation.

### **FINANCIAL RESPONSIBILITIES**

#### **Accounts Payable**

1. Responsible for the collection, analysis and oversight of Accounts Payable (A/P) invoices to the applicable General Ledger (G/L) account, ensuring the accurate allocation of HST, and the posting to the correct G/L account.
2. Responsible for the balancing of the A/P accounts in the G/L.
3. Responsible for researching all outstanding A/P to ensure payments are made in a timely manner and the Municipality is not subject to late charges.
4. Responsible for the preparation of monthly financial statistic reports for Department Heads.
5. Responsible for overseeing Vendor records in software program, as well as paper filing system.
6. Coordinates municipal banking services including investments, deposits, transfers, reconciliations, interact and telephone/computer payments.

#### **Payroll**

7. Responsible for the review, analysis and data input of all staff timesheets on a biweekly basis, as well as members of Council monthly, and volunteer Fire Fighters quarterly.

8. Responsible for the collection of applicable payroll documentation for all staff and the set up and maintenance of the payroll software, ensuring compliance with applicable legislation and Municipal policies and procedures.
9. Responsible for the completion of applicable documentation for setting up new employees on benefit plan and pension plan.
10. Responsible for processing payroll, including the calculation and remittance of payroll deductions, as well as monthly balancing of payroll liability accounts in the G/L.
11. Maintains the employees Vacation, Sick Leave and Accumulated Overtime register and ensures compliance with applicable policies and procedures.
12. Administers all payroll functions including ROE and T-4 preparation and all other financial reports required under legislation.
13. Responsible, in consultation with the Treasurer, for the completion of the necessary documentation required for claim submissions to WSIB, Manulife and OMERS.

### **Taxation**

14. Performs the duties of Township Tax collector and manages the municipal taxation process (Annual Assessment update, Tax bills, overall Tax reconciliation, Supp/Omit billing, Tax adjustments and Tax write-offs, reminder notices, tax sales).
15. Manages the overall collection policy and procedures related to tax billing.
16. Processes monthly penalty and interest.
17. Resolves all escalated customer complaints/issues.
18. Manages property tax sale processes.
19. Manages all levy related disbursements and reconciliations with County and Schoolboards.
20. Manages all Payment-in-Lieu billing.
21. Ensures remittance and accurate reconciliation of county and education levies.

### **General**

22. Maintains G/L including the overseeing of cash receipts and cash disbursements and necessary reconciliations and balancing including making deposits to the bank.

23. Assists with the preparation of the annual budget and 10-year capital and reserve forecasts.
24. Assists with the maintenance of the Municipal Asset Management Plan.
25. Ensures that all account and financial records of the Township are maintained accurately and in accordance with generally accepted accounting principles for Ontario Municipalities (PSAB).
26. Assists with monitoring cash flow to ensure sufficient funds are available.
27. Manages month-end processes, monthly banks reconciled, and year-end closing.
28. Assists with the annual external audit and year-end working papers.
29. Liaises and consults with various municipal, provincial and federal representatives and agencies when required.
30. Provides information to the public regarding municipal financial matters.
31. Prepares reports for Council meetings and attends Council meetings when required.
32. Provides balanced and neutral researched reports to Council advising on policy development noting various options and administrative and financial implications of those options in areas of municipal jurisdiction.
33. Researches and assists in the drafting of applications to obtain appropriate funding for the municipality through grants and other government funding programs.
34. Monitors all contracts entered into by the municipality and ensures the level of service is being received.
35. Assists with the Municipal Health and Safety Program and Policies. Conducts themselves in a manner that considers the health and safety of every individual including the public and all other staff members.
36. Actively participates in identifying potential and actual hazards, taking steps to eliminate or minimize them and to work towards completing hazard identification.
37. Stays current with changing legislation maintaining a high level of skill and expertise by continuing education and attending appropriate conferences/seminars as per the municipal operating budget and municipal policy.
38. Protects and respects the Municipality's interests in all business activities and administrative functions.

39. Performs other duties as assigned by the CAO/Clerk/Treasurer.

### **WORKING CONDITIONS**

1. Works with the public, subject to frequent interruptions providing assistance and information to Council, staff members and the public on all municipal matters referring issues to others as necessary.
2. Work is performed with a high degree of independent activity in a computerized environment seated at a desk. Some occasional light lifting is required. Subject to eye strain and physical fatigue from computer use and prolonged desk work.
3. Work is subject to constant internal and external deadlines as imposed by legislation, Council schedules or Council policy with frequent changing priorities.
4. Work weeks are 37.5 hours per week, with one half-hour unpaid lunch period and two paid 15-minute breaks. Occasional additional hours are required from time-to-time for evening or weekend meetings, training or travel.

### **KNOWLEDGE AND SKILL**

1. Degree in Business, Accounting, Finance, Public Administration or equivalent, together with an accounting designation (CPA, CA, CGA) would be considered an asset.
2. Three years financial management experience preferred.
3. Thorough knowledge of finance processes and general knowledge of local government operations.
4. Successful completion of or willingness to complete the Association of Municipal Clerks and Treasurers of Ontario Municipal Administration Program and Municipal Tax Administration Program.
5. Analytical skills to initiate and execute programs, to identify and resolve problems and to formulate relevant policies and procedures.
6. Good interpersonal and organizational skills
7. Police Records Search Certificate/Vulnerable Sector Screening.